

Keyboard Mastery Tips for Lesson 24

[Keyboard Mastery \(Ellsworth Publishing\)](#) Lesson 24

Here are some tips for your homework this week:

Keyboard Mastery Lesson 24

This week you will finish with the Alphabet Mastery lessons and work with the letters Y and Z in.

Remember to use your right pointer finger to strike the y; and to use the left SHIFT key along with the y to type a capital Y.

The reach to the z is from the a key with your left pinky. To type a capital Z, use the right SHIFT key along with the a.

Lesson 24 is set up like the lessons you worked with last week as follows:

- Lines 1 through 4 and Lines 9 through 12 are 15-second timings. No errors are allowed for the 15-second timings.
- Lines 5 through 7 and Lines 13 through 15 are 30-second timings. No errors are allowed for the 30-second timings.
- Lines 8 and 16 are 1-minute, indented-paragraph timings. One error is allowed for the one-minute timings. Remember to use the TAB key to indent a paragraph and to space twice after a period. If you finish the paragraph before the time is up, press ENTER twice and type the paragraph again.
- Line 17 is a two-paragraph, 2-minute timing. Two errors are allowed for the 2-minute timings. TAB to indent a paragraph and to space twice after a period. If you finish both paragraphs within two minutes, press ENTER twice and type the paragraph again. If you need to scroll the screen, hold down the left SHIFT key and press the SPACE BAR to scroll the upper screen. If you need to type the paragraphs again, use CTRL with the SPACE BAR to scroll the screen up.
- Line 18 is a three-paragraph, 3-minute timings for Line 18. The error limit for 3-minutes timing is three. If you need to scroll the screen online when doing the timing, hold down the left SHIFT key and press the SPACE BAR to scroll the upper screen. If you need to type the paragraphs again, use CTRL with the SPACE BAR to scroll the screen up.

Optional Timings 1 and 2

To do Optional Timings #1 and #2, log into Keyboard Mastery and click the **Optional Timings** button. Use pages E-2 and E-3 if you have a textbook. Both Optional Timing 1 and Optional Timing 2 are required.



When doing the timings, indent each paragraph by hitting the TAB key. This will start the timer. Space two times after the end of each sentence and strike ENTER twice between paragraphs. If you do not follow these formatting directions, you will have additional errors on the timings. To be successful, you must have three or less errors.

The example below shows Optional Timing 1 for the screen-based version. If you're using the screen-based version of the software, you'll need to use the Shift and space bar to scroll the window if necessary.



Final Exam

Your final exam consists of 20 multiple choice questions that cover the keyboard and questions from the Keyboarding Technique assignment.

To pass the exam, you need to score at least 75% (that's 15 correct answers). **You must pass this exam to get credit for the course.**

You have an hour to take the exam. Once you start it, you must finish it. You may retake the exam if you fail it.

Good luck!

Kathy Van Pelt