

## Keyboard Mastery Week 5 Typing Tips

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Lessons 13 through 16 are very similar. Lines 8 and 16 for each of these lessons are one-minute, indented-paragraph timings. To indent a paragraph, press the TAB key with your left pinky. Press ENTER twice at the end of the paragraph, not at the end of each line. Instead, let the words automatically wrap to the next line (word wrap) until you get to the end of the paragraph. If you finish the paragraph before the time is up, press ENTER and type the paragraph again. Press the SPACE BAR once after a period. One error is allowed for the one-minute timings.

Line 17 for each lesson is a two-paragraph, two-minute timing. Make sure to indent each paragraph with the TAB key; press the SPACE BAR once after a period; and press ENTER twice between paragraphs. If you finish both paragraphs within two minutes, press ENTER twice and type the paragraphs again. If you're using the Internet (screen) version rather than a textbook, and need to scroll the upper screen, hold down the left SHIFT key and press the SPACE BAR. If you need to type the paragraphs again, use CTRL with the SPACE BAR to scroll the screen up. Two errors are allowed for the two-minute timings.

### Lesson 13

In this lesson, you'll be working with achieving mastery of the C and D keys. Remember to use your left middle finger to strike the c; and to use the right SHIFT key along with the c to type a capital C. The reach to the c is a difficult one because it is on the bottom row. To make the reach easier, keep your fingers curved on the home row and your wrists up off your desk. Curl your middle finger down from the d to strike the c.

Practice with the d key is easy because the d is one of the keys on the home row. Use your left middle finger to strike the d; and use the right SHIFT key along with the d to type a capital D.

### Lesson 14

In this lesson you'll be perfecting the reaches to the E and F keys. The reach to the e is fairly easy...just stretch your left middle finger from the d up to the e keeping your other fingers curved on their home row keys. Use the right SHIFT key along with the e to type a capital E. The f reach with your left pointer is another easy. Remember to use the right SHIFT key along with the f to type a capital F.

## Lesson 15

You'll be working with two more easy reaches in this lesson...the reaches to the G and H keys. To type the g, move your left pointer from the f to the g. And use the right SHIFT key along with the g to type a capital G. To type the h, move your right pointer from the j to the h. And use the left SHIFT key along with the h to type a capital H.

## Lesson 16

You'll be working with the I and J keys in this lesson. The reach to the i is with your right middle finger...just stretch your right middle finger from the k up to the i keeping your other fingers curved on their home row keys. Since the i is on the right side of the keyboard, you'll use the left SHIFT key to type a capital I.

The reach to the j is easy...just strike the key on the home row with your right pointer finger. To type a capital J, use the left SHIFT key along with the j.