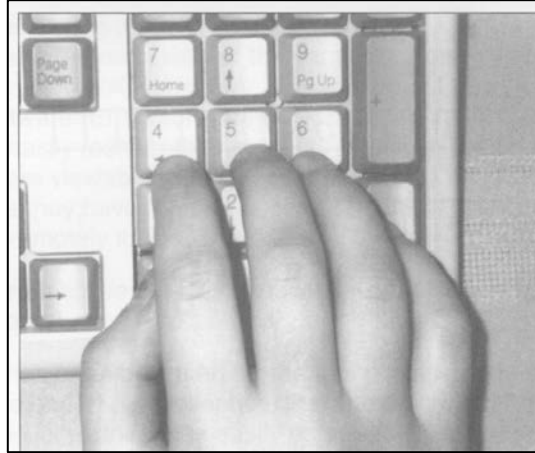


## Ten Key Mastery Week 1 Tips Lessons 1 through 3

### [Ten Key Mastery Website](#)

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#### General Tips (from Ellsworth Publishing – Page B-2 in Textbook)



Correct hand position

- Always keep your fingers close to the Home Row, the 4 5 6 keys.
- **DO NOT REST YOUR WRIST ON THE TABLE**—keep your arm, wrist, and knuckles in a straight line. Tense, rigid, fingers with wrist resting downward on the table creates a “v” shape from the arm to the fingers and may contribute to Carpal Tunnel Syndrome later.
- RELAX! Keep your fingers relaxed, and lightly depress the keys. Do not mash them—tap them as if they were hot.
- Key in with steady, even keystrokes.
- Do not work longer than 1 ½ hours at a time. Frequent, shorter periods are more productive.

Lesson 1 is a 1 minute timing with the vertical 7 4 1 keys on the numeric key pad. You'll type two digit numbers in this timing. Use your right pointer finger to type the 7 4 1 keys. As you make your reaches, keep the 2<sup>nd</sup> (middle) and 3<sup>rd</sup> (ring) fingers on the home row as a guide.

The timer starts when the first key is depressed. To start over, click the Timer button.

Lesson 2 is a 1 minute timing with the vertical 7 4 1 keys on the numeric key pad. You'll type three digit numbers in this timing. Use your right pointer (index) finger to type the 7 4 1 keys.

Lesson 3 is a 1 minute timing with the vertical 8 5 2 keys on the numeric key pad. You'll type two digit numbers in this timing. Use your right ring finger to type the 8 5 2 keys.

**Do each timing AT LEAST three times.**