

Ten Key Mastery Week 5 Tips
Lessons 18 through 22 and Optional Lesson (Timing) 2

[Ten Key Mastery Website](#)

Do each lesson AT LEAST three times. If you find any of the reaches in these lessons difficult, do them five times instead of three times.

- Lesson 18 is a 1-minute timing with the 789 and 0 keys. Look at your book or monitor, not the keys, when doing the timing.
- Lesson 19 is a 1-minute timing with just the 789, 456, 123, and 0 keys. Strive for accuracy. When your accuracy is good, strive for speed.
- Lesson 20 is a 3-minute timing of all vertical and horizontal reaches. This timing may be more challenging than some of the others because it's 3 minutes and each number is 4 digits. Stand up, stretch, and shake your hands out before doing Lesson 20.
- Lesson 21 is 1-minute timing review of all keystrokes. Each number is 2 digits.
- Lesson 22 is another 1-minute timing with mixed keys and 3-digit numbers.
- Optional Lesson (Timing 2) is a 2-minute timing review of all the vertical and horizontal keystrokes (789, 456, 123, 741, 852, 963, and 0 keys). The timing is on Page C-2 in your textbook. For those using the screen-based version, you'll need to click the down arrow on the Lessons icon and change it from Standard to Optional to access the Optional Lessons.