

Ten Key Mastery Week 7 Tips
Lessons 25 and 26
Optional Timing 5

[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.

Lessons 25 and 26 are employment tests that may take you longer to complete than the other lessons. Lesson 25 starts on Pages B-18 in your textbook and Lesson 26 starts on Page B-35. After logging into the Ten Key Mastery program, click the Employment Tests icon to access Lessons 25 through 27.

Lesson 25

This is a longer test (5 minutes) and will test your ability to use both sides of the keyboard (alpha and numeric). You will have the option to correct any error entries before proceeding to the next screen. Making corrections takes time and will reduce your KSPH score.

From the textbook:

- Do not use any punctuation when entering names--no commas or periods.
- When entering data, press ENTER at the end of each of each line.
- The Customer number always begins with two alphabetic characters

Lesson 26

This is another 5-minute employment test timing. Special Notes about this timing:

- You will use both the + and the - keys on this test. Be patient with yourself and try to keep your speed rhythm.
- You will be using the numeric keypad to enter columns of 18 numbers.
- When you type a + or - at the end of a line, the cursor moves to the next line.

- You may type either the ENTER key or the + key.
- Do NOT type the decimal '.' point. The decimal point will insert automatically.
- At the bottom of each column you will need to press the * key to total the column.

Optional Lesson (Timing) 5 is a 1-minute timing with 2-digit mixed keys. Press the + sign or ENTER or - sign (minus) at the end of each line and type an * (asterisk) to total a column. Optional Timing 5 is on Page C-5 in your textbook.