

Week 7: Keyboard Mastery Tips for Lessons 20 through 23

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

Here are some tips for your homework this week:

This week you will continue with the Alphabet Mastery lessons and work with the letters Q and R (Lesson 20); S and T (Lesson 21); U and V (Lesson 22); and W and X (Lesson 23).

Lesson 20

In this lesson, you'll be working with achieving mastery of the Q and R keys.

Remember to use your left pinky finger to strike the q; and to use the right SHIFT key along with the q to type a capital Q. The reach to the q isn't the easiest reach from the home row because your pinky isn't as long or strong as your other fingers.

The reach from the r key from the f key is an easy short reach. With your fingers curved on the home row keys, straighten your left pointer finger from the f to the r, and then return your pointer finger to the f. To type a capital R, use the right SHIFT key along with the r.

Lesson 20 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.

If you have an old textbook, use the page from this website for Line 17:

http://www.keyboardingonline.com/pdf/KeyboardMastery_Lesson20Ln17.pdf

Lessons 21 through Lesson 23

If you have a textbook, flip your book over to find Lesson 21.

These lessons are set up like Lesson 20, except they include 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.

Lesson 21

In this lesson you'll be improving your reaches to the S and T keys.

The reach to the s is easy because the s is on the home row. Use the right SHIFT key along with the s to type a capital S.

You'll probably find the reach to the t a fairly easy reach as you straighten your left pointer to reach up from the f to the t key. To make the reach easier, you may need to curl your other fingers on the home row up slightly when you reach to the t. Since the t is on the left side of the keyboard, you'll use the right SHIFT to type a capital T.

Lesson 22

You'll be working with the U and V keys in this lesson.

The reach to the u is with your right pointer finger...just stretch your right pointer from the j up to the u keeping your other fingers curved on their home row keys. Since the u is on the right side of the keyboard, you'll use the left SHIFT key to type a capital U.

The reach to the v is one of the easiest bottom-row reaches. To type the v, move your left pointer finger from the f to the v. Use the right SHIFT key to type a capital V.

Lesson 23

You'll be working with the W and X keys in this lesson.

The reach to the w is with your left ring finger. With your fingers on the home row keys, straighten your left ring finger slightly to reach up from the s to the w. To type a capital W, use the right SHIFT key along with the w key.

The reach to the x is similar to the reach from the l to the period, and most people find this reach awkward. To type the x, bend your left ring finger at the knuckle to curl your finger down from the s key. Use the right SHIFT key to type a capital X.