

Lesson 11 Tips

In this lesson, you'll learn the hyphen, dash, apostrophe, and quote. The hyphen is a long reach from the home row! A dash is two hyphens with no space between them. And the apostrophe and quote are on the same key on the home row.

After the 15-second warm-ups in Keyboard Mastery, you'll work with the hyphen key.



Look for the hyphen to the right of the number zero. This reach is from the semicolon to the hyphen. You don't need to hold down a SHIFT key to type the hyphen. (The symbol above the hyphen is an underline, and you'd use the left SHIFT key to type the underline.) Watch as you reach your right pinky from the semicolon key to the hyphen. Roll your right hand forward to strike the hyphen to make this reach easier. Practice this reach several times.

In Line 6 of Lesson 11, you'll practice with the dash. To type a dash, press the hyphen key twice. It is standard to not space before and after the dash like this:

He said--again--that he was not going to Nashville.

After the short practice with the dash, you'll learn the reach to the apostrophe.



Look for the ' (apostrophe) and ; (semicolon) keys on your keyboard. The reach to the

apostrophe is from the semicolon with your right pinky. After you strike the apostrophe, return your pinky to the semicolon key.

The last reach in Lesson 11 is the quote or quotation (") key. The reach to the quote from the semicolon key is with your right pinky along with the left SHIFT key; so this is another one of those reaches where you use both pinkies. The most difficult part of this reach is to remember to use the SHIFT key. When you want to quote the exact words that somebody said, you'd type their words with quotation marks at the beginning and end.



Find the semicolon and quote mark keys on the right side of your keyboard. Hold down the left SHIFT, and watch as you move your pinky over from the semicolon to the quote key. Now move your finger back to the semicolon key. Watch your fingers do the reach a few more times. After that, close your eyes and practice the reach from the semicolon to the quotation 25 times, or until you feel comfortable with it.