

Keyboard Mastery Lesson 12 Tips¹

In Lessons 12 through 24, you start Section C, Achieving Mastery, where you'll practice with two letters in each lesson. You'll start with the letters A and B in Lesson 12. You'll do 15-second, 30-second, 1-minute, and 2-minute timings in these lessons. No errors are allowed for the 15- and 30-second timings; 1 error is allowed for the 1-minute timings; and 2 errors are allowed for the 2-minute timings.

Indenting Paragraphs

Some timings include indented paragraphs. To indent a paragraph, press the TAB key on your keyboard. To type the TAB, place your hands on the home row and watch your left hand as the F finger stays on the home row as a guide and the A finger reaches up to press TAB. If you space instead of using TAB to create the indentation, the program will mark it as an error.

Practice the reach by moving your left pinky from the A key to the TAB then back to the A. Make sure to keep your pointer finger on the F key. Practice the reach several times, then close your eyes and practice the reach again.

Here's what an indented paragraph looks like:

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Word Warp

Word warp is the term used for the automatic flowing of words from one line to the next. Word wrap is used when typing paragraphs. The only time you need to use the ENTER key is when you reach the end of the paragraph and need to begin a new paragraph.

Double Space (Leave One Blank Line) Between Paragraphs

If you type fast enough, you might finish a paragraph before the timer stops. Press ENTER twice at the end of a paragraph (to double space between paragraphs), press the TAB key, and begin the paragraph again. Type until the timer stops. If you pause, the program will time you out and you'll have to type the timing again.

Technique Review

1. When typing paragraphs, the lines word wrap; so you press ENTER only at the end of the paragraph.
2. Pressing ENTER twice leaves once blank line between lines of type.
3. At the end of a paragraph, press ENTER twice (double space) and then press the TAB key to begin another paragraph.

¹ Excerpts from Keyboard Mastery, Ellsworth Publishing Co., Mesa, Arizona, 1992-2006, pp. C-2 and C-3.