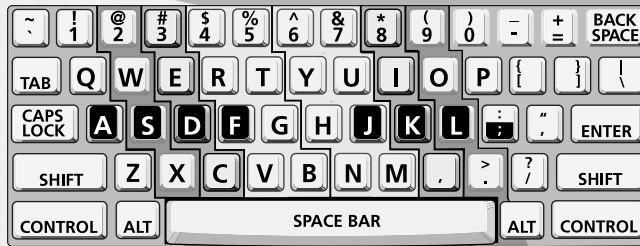


Keyboarding Project 1

1a Home-Row Review

Key each line twice.
Double-space between
2-line groups.



Technique Tip

- body erect
- sit back in chair
- feet on floor

1 aa ss dd ff jj kk ll ;; as as|df; df;|jj
 2 dd aa jj ;; ss kk ss ll ff|dl dl|sk; sk;
 3 afj afj|lds lds|k;f k;f|jsa jsa|dlf dlf;
 4 as as|add add|ask ask|lad lad|fall fall;
 5 a a;|dad dad;|sad sad;|fad fad;|all all;
 6 all all;|lass lass;|salad salad;|ask ask

1b Speed Check

1. Key a 1' timing on paragraph 1.
2. Determine the number of words you keyed.
3. Key another 1' timing on paragraph 1. Try to go two words a minute faster.
4. Repeat steps 1–3 for paragraph 2.

E all letters used

gwam 1'

You must realize by now that learning 8
 to key requires work. However, you will 16
 soon be able to key at a higher speed than 24
 you can write just now. 29

You will also learn to do neater work 37
 on the machine than you can do by hand. 45
 Quality work at higher speeds is a good 53
 goal for you to have next. 58

gwam 1' | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |