

Keyboarding Project 4

4a Review Left Shift, Period, u, c

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



Technique Tip

To key capital letters with the right hand:

1. Hold down the Left Shift with the little finger on the left hand.
2. Tap the letter with the right hand.
3. Return finger(s) to home-key positions.

left shift 1 jJ jJ | kK kK | lL lL | iI iI | hH hH | nN nN | OoO;
2 I I | Jan Jan | Ken Ken | Lane Lane | Hank Hank;
period 3 l. l. | o. o. | l.n l.n | o.d o.d | a.l.s a.l.s;
4 jr. jr. | ft. ft. | i.e. i.e. | fed. fed. fed.
u 5 ju ju | un un | noj noj | hu hu | uns uns | ku ku;
6 dues dues | just just | hunt hunt | suit suit;
c 7 dc dc | edc edc | ced ced | dce dce | echa echa;
8 cut cut | ace ace | race race | access access;

4b Build Skill

Key each line twice
single-spaced; double-space
between 2-line groups.

balanced-hand words

1 is by if the cut dig row she oak zig six
2 soap sign when work also city auto hand;
3 dish fish down firm clap keys mend pane;
4 rock them turn worn kept sick name maid;
5 ivory shape theme vivid widow angle busy
6 chant quake amend gowns ducks shame laid
7 Jay may go to the city to sign the form.

