

# Keyboarding Project 5

## 5a Review w, Right Shift, b, y

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



### Technique Tip

Use these steps to key capital letters with the left hand:

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

1 sw sw | cws cws | asw asw | fws fws | jswk jswk;  
w  
2 was was | saw saw | two two | wag wag | won won;  
3 fF fF | T; T; | Gl Gl | C; C; | El El | T;Ro T;Ro;  
right shift  
4 Ron Ron | Ann Ann | Rick Rick | Glenda Glenda;  
5 fb fb | rb rb | fbf; fbf | fbrb fbrb | tfb; tfb;  
b  
6 bus bus | back; back | oboe oboe | about about  
7 jy jy | jyj jyj | njy njy | jy; jy; | jujy jujy;  
y  
8 yes yes | yoke yoke | July July | today today;

## 5b Build Skill

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

### balanced-hand sentences

- 1 Jan may work with us to fix the problem.
- 2 Glen did make a big profit for the firm.
- 3 Bob may go to town to pay for the signs.
- 4 Kay and Alan may do all the work for us.
- 5 Henry may go to the city to see the man.
- 6 The man kept us busy with the city maps.
- 7 I may form the audit panel for the city.

