

Keyboarding Project 7

7a Review q, comma, z, colon

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



Technique Tip

Reach down to the comma without moving your hands towards your body.

- 1 aq aq | qaq qaq | qKq qKq | JqY JqY | qNqM qNqM;
q
2 quit quit | aqua aqua | Iraq Iraq | quad quad;
comma
3 k, k, | ,k, ,k, | ,ik ,ik | i,m, i,m, | ,R, ,R,;
4 Jay, Bret, and Kara | Jay, Bret, and Kara;
z
5 az az | zaz zaz | qza qza | zJz zJz | zJzq zJzq;
6 quiz quiz | jazz jazz | zone zone | lazy lazy;
colon
7 :: :: | p:p p:p | :D: :D: | E:C; E:C: | p:j; p:j;
8 Name: Name: From: From: Date: Date:

7b Technique: Space Bar

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

- 1 Jane
2 Jane may
3 Jane may ask
4 Jane may ask him
5 Jane may ask him for
6 Jane may ask him for the
7 Jane may ask him for the day
8 Jane may ask him for the day off.