

Keyboarding Project 8

8a Review ?, CAPS LOCK, TAB, BACKSPACE

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



balanced-hand sentences

- 1 Who did? How much? When is it? Where?
- 2 Why did you do that? When did it start?
- 3 TAB key; ENTER key; SHIFT keys; ESC key;
- 4 What do ZIP, NASDAQ, and OSHA stand for?
- 5 TAB→ Jack TAB→ Alex TAB→ Jane ENTER
- 6 TAB→ Jess TAB→ Seth TAB→ Beth ENTER
- 7 ab backspace bc backspace cd backspace de backspace ef backspace
- 8 fg backspace gh backspace hi backspace ij backspace jk backspace

Technique Tip

Keep your eyes
on the textbook
as you key.

8b Technique: Shift Keys

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

- 1 A: B: C: D: E: F: G: HR IT JW KQ LZ MX N
- 2 Dr. Moss, Ms. Alou, Mr. Chen, Mrs. Ortiz
- 3 Labor Day, Memorial Day, Fourth of July;
- 4 Sunday or Monday, Wednesday or Thursday,
- 5 February, March, April, May, June, July,
- 6 Ann C. Cey will be in Las Vegas in July.
- 7 Did Mr. Santos earn a Ph.D. or an Ed.D.?