

Keyboarding Project 11

11a Review 8 & 1

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



Technique Tip

Reach up to the number keys without moving your hands away from your body.

1 k 8 k 8 | k i 8 k i 8 | ki8 ki8 | 8ki8 8ki8 | k8
 2 a8k b8k c8k d8k e8k f8k g8k h8k i8k j8k;
 3 a l a l | a q l a q l | aq1 aq1 | laq1 laq1 | al
 4 lla mla nla ola pla qla rla sla tla ula;
 5 I keyed 181 rather than 818 on the form.
 6 Janet scored an 81 on the March 18 test.
 7 Only 81 of the 818 tables need replaced.
 8 Her bowling scores were 81, 88, and 118.

11b 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'

The level of your skill is a major item 8
 when you try to get a job. Just as vital, 17
 though, may be how well you can express 25
 ideas in written form. 29

It might amaze you to learn what it is 37
 worth to a company to find those who can 45
 write a letter of quality as they key. Learn 55
 to do so in school. 58

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