

Keyboarding Project 13

13a Review 0 & 5


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



balanced-hand sentences

- 1 ; 0 ; 0 | ; p 0 ; p 0 | ; p0 ; p0 | 0 ; p0 0 ; p0 ; 0
- 2 a0b c0d e0f g0h i0j k0l m0n o0p q0r s0tu
- 3 f 5 f 5 | f r 5 f r 5 | fr5 fr5 | 5fr5 5fr5 | f5
- 4 v5w x5y z5a b5c d5e f5g h5i j5k l5m n5op
- 5 Judy was 10 on May 15; her sister is 15.
- 6 The winning number was 50418, not 50419.
- 7 The best scores were 94, 91, 90, and 85.
- 8 Jan had 94, Ray 91, Tim 90, and Beth 85.

Technique Tip



Remember to tap
ENTER without
spacing after a
period at the end
of a line. After
periods within a
line, always space
twice.

13b Technique: Double Letters

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

- 1 Betty hurriedly looked over the letters.
- 2 Ella fell off a tall ladder in the hall.
- 3 Debbie will keep books for the business.
- 4 William took the book from their office.
- 5 Gregg took the job offer in Mississippi.
- 6 Missouri will play Illinois in football.
- 7 Sally Day lives in Knoxville, Tennessee.
- 8 Todd took all three of the puppies home.

