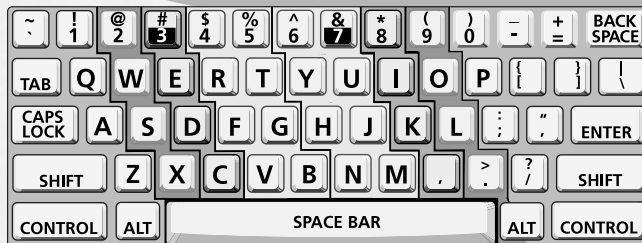


Keyboarding Project 14

14a Review 7 & 3

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



balanced-hand sentences

- 1 j 7 j 7 | j u 7 j u 7 | ju7 ju7 | 7ju7 7ju7 | j7
- 2 q7r s7t u7v w7x y7z a7b c7d e7f g7h i7jk
- 3 d 3 d 3 | d e 3 d e 3 | de3 de3 | 3de3 3de3 | d3
- 4 l3m n3o p3q r3s t3u v3w x3y z3a b3c d3ef
- 5 Only 37 of the 50 girls left on July 14.
- 6 Did you add 173, 105, 189, 394, and 374?
- 7 The best score was an 89; Kate got a 73.
- 8 Ms. Bruce turned 73 years old on May 13.

Technique Tip

Do not rest your palms on the keyboard or desk as you key.

14b Build Skill: Paragraphs with Numbers

Key each paragraph twice;
double-space between
paragraphs.

When President Roosevelt addressed Congress on the day after the attack on Pearl Harbor, he referred to December 7 as “a date which will live in infamy.” And, it has.

December 7, 1941, is a date which is recognized each year by most Americans. It is a somber day, a day in which we remember the more than two thousand Americans who lost their lives.