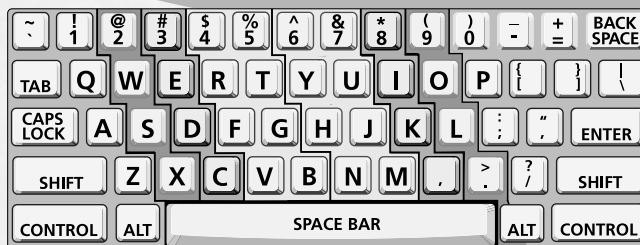


Keyboarding Project 18

18a Build Skill

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



Technique Tip

Keep your wrists
low but not resting
on keyboard.



1 Jay and I may go to the lake to see her.
space bar 2 When did you take the girls to the show?
3 I may be able to see the show next week.
4 Los Angeles played San Diego on Tuesday.
shift keys 5 Dr. Jon J. McIntyre came from Las Vegas.
6 His Ph.D. is from Ohio State University.

18b Speed Building

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 three words a minute faster.
4. Repeat steps 1-3 for paragraph 2.

E all letters used

gwam 1'

Do you realize just how important a 7
keyboarding skill is? No one can learn to 16
type for you. No one can make you use the 24
correct method. You may be told how to 32
improve your skill; however, it is entirely up 42
to you. 44

You can get some help from those who 51
know what to do to increase skill. However, 60
it is still up to you to put in the extra time 69
and effort required to fully develop a 77
keyboarding skill. 81

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

