

TYPING SKILLS



The home keys are where your fingers touch the keyboard.

The fingers on your left hand rest above A S D F (G)	The fingers on your right hand rest above (H) J K L ;
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Your thumbs rest above the SPACE BAR

Your little fingers also move to the SHIFT KEYS on each side to create a capital letter or when using the symbols above the number and punctuation keys.

CAPS LOCK is only used when you need to type a whole word in capitals

The ridges on the F and J keys will help your index fingers find the correct home keys.

The fingers on your left hand also move up to: Q W E R (T)	The fingers on your right hand also move up to: (Y) U I O P
The fingers on your left hand also move down to: Z X C V (B)	The fingers on your right hand also move down to: (N) M , .

PRACTICE USING ALL OF THE HOME KEYS OVER THE NEXT FEW WEEKS THEN GO ON TO PRACTICE ABCDEFGHIJKLMNOPQRSTUVWXYZ AS MUCH AS YOU CAN

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HAS PRACTICED ALL THE ABOVE AND NOW KNOWS ALL THE HOME KEYS:

Mrs

Wadsworth