

TOUCH-TYPE THE COMPUTER KEYBOARD

Directions: Key the following sentence using correct touch typing techniques.

- The first time you key the line feel for the correct touch to each keys.
- The second time you key the line, key a little bit fast looking for the letter combinations and paying attention to the rhythm as you key.
- The third time you key the line key it a little bit fast.
- The fourth and last time you key the line, key the sentence as fast as you can as you are combining speed and accuracy.

Errors within the sentences will be present if you are keying the sentences correctly. DO NOT BACKSPACE and DELETE OUT ERRORS. You will be typing for continuity. The object is to key as quickly and as accurately as you can. Perfect lines will have points deducted.

Learn to key the Home Row.

1.

fff fff fff jjj jjj jjj fff jjj fff jjj ff jj ff jj fff jjj fff jjj fj fj fj
fff fff fff jjj jjj jjj fff jjj fff jjj ff jj ff jj fff jjj fff jjj fj fj fj
fff fff fff jjj jjj jjj fff jjj fff jjj ff jj ff jj fff jjj fff jjj fj fj fj
fff fff fff jjj jjj jjj fff jjj fff jjj ff jj ff jj fff jjj fff jjj fj fj fj

2.

ddd ddd kkk kkk ddd kkk ddd kkk dd kk dd kk dd kk dk dk kd kd
ddd ddd kkk kkk ddd kkk ddd kkk dd kk dd kk dd kk dk dk kd kd
ddd ddd kkk kkk ddd kkk ddd kkk dd kk dd kk dd kk dk dk kd kd
ddd ddd kkk kkk ddd kkk ddd kkk dd kk dd kk dd kk dk dk kd kd

3.

sss sss lll lll sss lll sss lll sss lll ss ll ss ll sl sl ls ls
sss sss lll lll sss lll sss lll sss lll ss ll ss ll sl sl ls ls
sss sss lll lll sss lll sss lll sss lll ss ll ss ll sl sl ls ls
sss sss lll lll sss lll sss lll sss lll ss ll ss ll sl sl ls ls

4.

aaa aaa ;; ;;; aaa aaa ;; ;;; aaa ;; aa ;; aa ;; a; a; ;a ;a
aaa aaa ;; ;;; aaa aaa ;; ;;; aaa ;; aa ;; aa ;; a; a; ;a ;a
aaa aaa ;; ;;; aaa aaa ;; ;;; aaa ;; aa ;; aa ;; a; a; ;a ;a
aaa aaa ;; ;;; aaa aaa ;; ;;; aaa ;; aa ;; aa ;; a; a; ;a ;a

5.

fff jjj ddd kkk sss lll aaa ;; ;;; fff jjj ddd kkk sss fj dk sl a; jf kd ls ;a
fff jjj ddd kkk sss lll aaa ;; ;;; fff jjj ddd kkk sss fj dk sl a; jf kd ls ;a
fff jjj ddd kkk sss lll aaa ;; ;;; fff jjj ddd kkk sss fj dk sl a; jf kd ls ;a
fff jjj ddd kkk sss lll aaa ;; ;;; fff jjj ddd kkk sss fj dk sl a; jf kd ls ;a

6.

aaa lll lll all all aaa ddd ddd add add all all add lad lad
aaa lll lll all all aaa ddd ddd add add all all add lad lad
aaa lll lll all all aaa ddd ddd add add all all add lad lad
aaa lll lll all all aaa ddd ddd add add all all add lad lad

7.

aaa sss ;;; as; as; jjj aaa lll jal jal laj alas alas sall lass lass as; as;
aaa sss ;;; as; as; jjj aaa lll jal jal laj alas alas sall lass lass as; as;
aaa sss ;;; as; as; jjj aaa lll jal jal laj alas alas sall lass lass as; as;
aaa sss ;;; as; as; jjj aaa lll jal jal laj alas alas sall lass lass as; as;

8.

fff aaa ddd fad fad aaa sss kkk ask ask fad ask fad ask kad kad
fff aaa ddd fad fad aaa sss kkk ask ask fad ask fad ask kad kad
fff aaa ddd fad fad aaa sss kkk ask ask fad ask fad ask kad kad
fff aaa ddd fad fad aaa sss kkk ask ask fad ask fad ask kad kad

9.

fff jjj ddd kkk sss lll aaa ;;; fff jjj ddd kk sss lll aaa fj dk sl a; ;a ls kd jf
fff jjj ddd kkk sss lll aaa ;;; fff jjj ddd kk sss lll aaa fj dk sl a; ;a ls kd jf
fff jjj ddd kkk sss lll aaa ;;; fff jjj ddd kk sss lll aaa fj dk sl a; ;a ls kd jf
fff jjj ddd kkk sss lll aaa ;;; fff jjj ddd kk sss lll aaa fj dk sl a; ;a ls kd jf

10.

sss aaa ddd sad dad ;;; aaa ddd lad lad fff aaa ddd fad daf daf sass sass fas fas
sss aaa ddd sad dad ;;; aaa ddd lad lad fff aaa ddd fad daf daf sass sass fas fas
sss aaa ddd sad dad ;;; aaa ddd lad lad fff aaa ddd fad daf daf sass sass fas fas
sss aaa ddd sad dad ;;; aaa ddd lad lad fff aaa ddd fad daf daf sass sass fas fas

11.

sss aaa ddd sad sad aaa kkk ask ask sss aaa ddd sad das das sad sad
sss aaa ddd sad sad aaa kkk ask ask sss aaa ddd sad das das sad sad
sss aaa ddd sad sad aaa kkk ask ask sss aaa ddd sad das das sad sad
sss aaa ddd sad sad aaa kkk ask ask sss aaa ddd sad das das sad sad

12.

ff aa dd fad ll aa dd lad aa ss kk ask kas ask ksa ksa ask ask fads fads
ff aa dd fad ll aa dd lad aa ss kk ask kas ask ksa ksa ask ask fads fads
ff aa dd fad ll aa dd lad aa ss kk ask kas ask ksa ksa ask ask fads fads
ff aa dd fad ll aa dd lad aa ss kk ask kas ask ksa ksa ask ask fads fads

TOUCH-TYPE THE COMPUTER KEYBOARD

Key each sentence 4 times each.

Errors within the sentences will be present if you are keying the sentences correctly. DO NOT BACKSPACE and DELETE OUT ERRORS. You will be typing for continuity. The object is to key as quickly and as accurately as you can. Perfect lines will have points deducted.

LEARN the “i” key reach

13.

kkk iii kkk iii kkk iii kkk iii kkk iii kik iii kkk kik iii kkk kik iii kik

14.

kik kid did did kik did sid sid lid ail ail lid is is aid aid if if lids lids slid fill fill

LEARN the “e” key reach

15.

ddd eee ddd eee ded eee ddd ded ded eee ded ddd ddee ded deed deed

16.

de de ed ed led fed ade lead lead sled sled ale elf elf jell jell self self fee

LEARN the “n” key reach

17.

jjj nnn jjj nnn jjj nnn jn jn nj nj jjj nnn jjj nnn jn jn nj nj jan jan naj naj jan jan

18.

an an fan fan end end dean dean fend fend keen keen knee sand sand idea idea need

LEARN the “Left Shift” key reach.

19.

J J J Ja Ja K K K Ken Ken Ken L L L Lee Lee N N N Ned Ned K K K Kass Kass

20.

Jal Jal Kal Kal Lad Lad Nan Nan Nels Nels Jill Jill Ken Ken Lin Lin Lida Lida

Learn the “h” Key Reach

21.

jjj hhh jjj hhh jh jh jh jjj hhh had had has has jh jh jh hhh jjj jhj jhj dash dash

TOUCH-TYPE THE COMPUTER KEYBOARD

22.

hhh jh jh he he she she hen hen has has hid hid shed shed head head shad shad

23.

Nels Nels Jane Jane Jenn Jenn Hi Hi Jess Jess Kane Kane Helen Helen Jake Jake

Learn the "t" Key Reach

24.

fff ttt fff ttt ff ttt ft ft ft tf tf tf ftf ftf ffft ft ft fat fat taff taff aft aft aft flat flat tale tale

25.

hat hat kit kit let let lit ate ate lit lit sit sit flat tilt tilt tale tale tan tan thin thin tilt tilt

Learn the "." (period) Key Reach

26.

lll ... lll ... lll ... l. l. lll ... l. l. .l .l fl. L. L. Jess did. I need an idea. J. N. Neal said.

Review all keys learned.....

27.

It if sit sit let hat at at tie sale; sale; jade; tea asks if I had Len said I like jade; too.

28.

I need ink. Li has an idea. Hit it well. I see Kate hit. I need Keith. He left a dish.

Learn the "r" Key Reach

29.

fff rrr fff rrr fr fr fr rf rf riff riff fir fir rid rid frat frat jar jar rid rid fraj fraj ark ark

30.

rare dirk rail tart dirt jar ajar lark ark lark rain share hart heart tire rent kirk kirk

Learn the "Righ Shift" Key Reach

31.

Al Al Al Sal Sal Sal Dal Dal Fal Fal Dad Dad Fad Fad Rat What What When Tad Tad

TOUCH-TYPE THE COMPUTER KEYBOARD

32.

Dal lost to Sal. Jake lost to Dal. Sal lost to Jake. Alan asked Rae to dine at ten.

Review all Reaches Learned

33.

All is still as Sara and I fish here in the rain. I still see a red ash tree.

Learn the "c" key reach.

34.

ddd ccc ddd ccc ddd ceed ceed ddcc cad cad can tic ice sac cake cake cat cat

35.

call call acid acid hack hack jack jack lack lick kick kick dice dice rice sic cite cite

Learn the "o" key reach.

36.

lll ooo lll ooo lll ooo look look ol ol lo lo lll ooo lo lo ol look look kool kool doll doll

37.

sold sold told told dole dole do do doe lo doll sol solo odor odor oar soar one one

Review of keys learned.....

38.

Or or for it it is is need need dock dock check check kneel kneel kneels kneels

39.

Jo can ice her drink if Tess can find her a flask. Ask Jean to call Fisk at noon.

Learn the "w" key reach.

40.

www sss www sss www sss sws sws wsw was was was wan wan wit wit slow slow low

41.

wow how how owl owl owe owe row row cow cow new new knew knew wild wild

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Learn the “,” (comma) key reach.

42.
kkk ,,, kkk ,,,, kkk ,,, k, k, k, kkk ,,, kkk ,,, kk,, kk,, k, kiss, kiss, sis, siss, ask, oak,

43.
a oak, a ark, a rock, a lock, a ski, a tie, a fan, a sock, a car, a dock, a saw, a scar,

Learn the “b” key reach.

44.
fff bbb fff bbb fff bbb fbf fbf fbf ff bb bbff fbf fbf fbf bat bat tab tab biff bid bid

45. *start here*
rib rib fib fib babe babe sob sob cob cob bob bob crib crib slab slab fobs fobs blob blob

Learn the “p” key reach.

46.
;;; ppp ;;; ppp ;;; ppp pp;; pp;; p;p p;p ;p;p ;p; p; pip pip pop pop poppi

47.
pal pal pan pan pad pad pen pen pat pat tap tap pap pap per per lap lap nap nap

Review all keys learned so far,

48.
Rip went to a water show with either Pippa or Pia. Dick will see Job at nine.

49.
Barb and Bret took an old balck robe and the boot. Pat picked a black pepper.

Learn the “g” key reach.

50.
fff ggg fff ggg fff ggg fg fg fg fg fg fg fg fg ff faft faft tag tag gaff frog frog

51.
golf golf high high logs logs gore gore ogle ogle page page grow grow flag flag

TOUCH-TYPE THE COMPUTER KEYBOARD

Learn the “?” (question mark) key reach.

52.

??? ;;; ??? ;;; ??? Who? Who? When? When? Who is? Who is? ;;; ??? ;;; ???

53.

Who is here? Who is here? Was he here? Was he here? Was he here? Was it she?

Learn the “x” key reach.

54.

sss xxx sss xxxx sss xxxx sxs sxs sxs xxs xxs ssx sxs sxs sxe exit exit x x xs xs ox ox lox

55.

flax flax next next flex flex exit exit wax wax taxi taxi axis axis text text pox pox ax ax

Learn the “u” key reach.

56.

jjj uuu jjj uuu jjj uuu juj juj juj uju uju jjj uuu jjj uuu jab jab jab baj baj abj abj

57.

cud cud but but bun bun out out sun sun out out hut hut hue hue put put fuel fuel

Review of all keys learned.

58.

Next we picked a bag for Jan; then she, Jan, left. Is her June account due? Josh can.

59.

Paige Power like the book; Has Lou ruined her unit? We will pick the bag for Jan.

Learn the “q” key reach.

60.

aaa qqq aaa qqq aqa aqa qaq qaq aaa qqq aaa aqa aqa aqa aqa quad quad queen

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61.
quite quite quilts quilts quart quart quill quill quakes quakes quail quail quack quack

Learn the "m" key reach.

62.
jjj mmm jjj mmm jjj mjm mjm mjm jmj jmj mmj mmj jim jim jmj jam mam mam

63.
man man jam jam male male mane mane melt melt meat meat mist mist amen amen

Learn the "v" key reach.

64.
fff vvv fff vvv fff vvv fff fvf fvf fvf fvf vfv vfv after after fav fav vaf vaf

65.
cove cove hive hive volt volt five five over over dove dove vivas vivas jive jive

Learn the "'" (apostrophe) key reach.

66.
;;; "' ;;; "' ;;; "' ;'; ;'; ;'; ;'; ;'; it's it's we'll it's it's Lee's Lee's don't don't he's he's

67.
Viv's turn. Viv's turn. Rod's hat. Lee's pen. Lee's pen. It's ten o'clock; I won't tell.

Learn the "z" key reach.

68.
aaa zzz aaa zzz aaa zzz zaz zaz zaz zzzaa jazz jazz zaza zaza zaza zoo zoo zip zip zig

69.
zeal zeal zoo zoo jazz jazz zone zone zinc zinc size size ozone ozone zoom zoom zinc zinc

Learn the "y" key reach.

70.
jjj yyy jjj yyy jjj yyy jjj iyj iyj yjy yjy iyj iyj jjj jjj yyy jay jay yaj yaj jay jay any any

TOUCH-TYPE THE COMPUTER KEYBOARD

71.

lay jay hay hay lay lay say say days days eyes eyes cry cry dry dry rye rye your your

Learn the “;” (quotation mark) key reach.

72.

;;; “”“ ;;; “”“ ;” ;” “lingo” “bugs” “bugs” “bugs” “tennies” “tennies” “malts” “malts”

73.

“I am not,” she said, “going.” I just said, “Oh?” “I am not,” she said, “going.”

Learn the “tab key” key reach.

74.

The tab key is used for indenting paragraphs and aligning columns.

Review all keys learned.

75.

The expression “I give you my word,” or put another way, “Take my word for it.”

Keyboarding Mastery

76.

Mel Mel Nel Nel Yellow Yellow Pillow Igloo Igloo Underwood Underwood Otter Otter

77.

Now is the time for all good men to come to the aid of their country.

78.

It is so great to have great keyboarding skills so that I can type quickly and accurately.