

# Keyboarding Project 17

## 17a Build Skill

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



1 He bought the house at 5036 Hill on June 24, 1987.

2 We met on May 19, 28, and 31 from 6:45 until 7:50.

3 Her identification number is 42091; mine is 35768.

4 Please call 706.128.3503 on May 4 or 9 to confirm.

5 Miguel wrote Check Numbers 286, 297, 340, and 351.

6 The June 15 quiz covered pages 290 and 370 to 462.

7 Jon paid Invoice Nos. 316 and 395 on May 18, 2004.

gwam 20" | 3 | 6 | 9 | 12 | 15 | 18 | 21 | 24 | 27 | 30 |

## 17b 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 two words a minute faster.
4. Repeat steps 1–3 for paragraph 2.
5. Key a 2' timing on paragraphs 1–2 combined.
6. Determine the number of words you keyed.

### A all letters used

gwam 2'

San Francisco is one of the most interesting areas to visit 6

throughout the entire world. The history of this city is unique. 13

Even though people inhabited the region prior to the gold rush, it 19

was the prospect of getting rich that brought about the rapid growth 26

of the city. 28

It is difficult to write about just one thing that this exquisite 34

city is known for. Beautiful views, cable cars, the Golden Gate 41

Bridge, and Fisherman's Wharf are simply a few of the many things 47

that are associated with this amazing city. The city is also known 54

for the diversity of its people. 57

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