

# Keyboarding Project 6

## 6a Review m, x, p, and v

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



1 jm jm | mjm mjm | jmu jmu | jmn jmn | muj muj | mj nj mj nj;  
 m 2 make make | mark mark | math math | ream ream | fame fame;  
 3 sx sx | xs xs | swx swx | jsx jsx | jxk jxk | lwx lwx | cx cx;  
 x 4 exam exam | extra extra | expand expand | Maxine Maxine;  
 5 ; p; ; p; | p;p p;p | op; op; | p.p p.p | poj p poj; | p ;p  
 p 6 page page | plan plan | cope cope | damp damp | open open;  
 7 fv fv; | vf vf | fbv fbv | bfv bfv | rvf rvf | jfv jfv | vf vf  
 v 8 five five | vain vain | move move | have have | even even;

## 6b Speed Check

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'

Each president since George Washington has had a Cabinet. 6

The Senate must approve them. It is the exception rather than the 13

rule for the president's choice to be rejected by this branch of the 20

government. In keeping with tradition, most of the Cabinet 26

members belong to the same political party as the president. 32

The purpose of the Cabinet is to provide advice to the 37

president on matters pertaining to the job of the president. The 44

person holding the office, of course, may or may not follow the 50

advice. Some presidents have frequently utilized their Cabinet. 57

Others have used it little or not at all. For example, President 63

Wilson held no Cabinet meetings at all during World War I. 69

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