

Keyboarding Project 8

8a Review ?, CAPS LOCK, TAB, BACK-SPACE



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

Technique Tip

Keep your eyes on the textbook as you key.

1 :? :? ;? ;? Who? What? When? Where? Why? How?
?
2 Who is it? When is it? What is it? Who will go?
3 Mark the YES box, the NO box, or the NOT SURE box.
caps lock
4 Is Jeffrey a REPUBLICAN, a DEMOCRAT, or UNDECIDED?
tab
5 TAB→ Pepe TAB→ Jan TAB→ Carlos TAB→ Juan RETURN
6 TAB→ Nadia TAB→ Bren TAB→ Omar TAB→ Elena RETURN
backspace
7 nobackspaceopbackspacepqbackspaceqrbackspaceersbackspacestbackspace
8 tubackspaceuvbackspacevwbackspacewxbackspacexybackspaceyzbackspace

8b Technique: TAB

Set tabs at 2.5" and 4.5".
Key the text at the right.

Louisiana Baton Rouge	Kentucky Frankfort	Oregon Salem
Wyoming Cheyenne	Wisconsin Madison	Virginia Richmond
Vermont Montpelier	Utah Salt Lake City	Texas Austin
Tennessee Nashville	South Dakota Pierre	Rhode Island Providence

8c Build Skill

Key each line twice
single-spaced; double-
space between 2-line
groups.

One-hand words

1 in we no be up as on you was him are get only rate
2 case only best upon area you water oil great after

One-hand phrases

3 you were|at my best|get set|set rate|as few|no tax
4 water rate|my only date|my tax case|my care|as few

