

Keyboarding Project 4

4a Review Left Shift, Period, u, c

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



Technique Tip

To key capital letters with the right hand:

1. Hold down the Left Shift with the little finger on the left hand.
2. Tap the letter with the right hand.
3. Return finger(s) to home keys.

- left shift
- 1 j J j J | l L l L | n N n N | k K k K | h H h H | i I i I | o O
- 2 Hal Hal | Jason Jason | Nate Nate | Jose Jose | Kent Kent;
- period
- 3 l . l . | .l .l . | .l .l . | lo .lo . | .o .o . | .i .i . | .l .l . | .l .;
- 4 Ill. Ill. | Okla. Okla. | Ind. Ind. | Kans. Kans. | Oreg.;
- u
- 5 j u j u | ujn ujn | uhn uhn | juh juh | uns uns | kun kun | ju
- 6 fun fun | use use | hut hut | just just | unusual unusual;
- c
- 7 d c d c | edc edc | fec fec | rcd rcd | ecga ecga | ctc ctc;
- 8 ace ace | luck luck | case case | rock rock | clown clown;

4b Build Skill

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

Balanced-hand words

- 1 auto burn dusk kept form half rich pale sign maid;
2 panel quake; right shelf chair; eight elbow giant;
3 enrich handle eighty bushel chapels turkey suspend

Balanced-hand phrases

- 4 by the end | pay the man | if they fix the | go to work
5 make the sign | right problem | key to the map | to risk
6 with the neighbor | work with the city | sign the maps

Balanced-hand sentences

- 7 Pay the girl by the city dock for the six bushels.
8 The girls paid for their gowns for the big social.
9 The city officials kept the fox in the big kennel.
10 Jay and Hal may go with us to visit the neighbors.

