

Keyboarding Project 7

7a Review q, comma, z, colon

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



Technique Tip

Reach down to the comma without moving your hands towards your body.



1 aq aq|qaq qaq|Jq Jq|Kq Kq|Lq Lq|Yq Yq|Uq Uq|Pq Pq;
q
2 equal equal|equip equip|quart quart|Jaques Jaques;
3 k, k,|,k, ,k,|,E ,E|,U ,U|,Q ,Q|,O ,O|,N ,N|,G ,G,
comma
4 Pedro, Tasha, and Ben|Eli, LaToya, Erin, and Trent
5 az az|zaz zaz|aqz aqz|zoo zoo|jazz jazz|zone zone;
z
6 quiz quiz|buzz buzz|hazy hazy|zero zero|zinc zinc;
7 :: ::|p:p p:p|:R: :R:|W:Q: W:Q:|p:C: p:C:|Z:T: Z:T:
colon
8 Ship To: Invoice No.: Dear Mr. Alou: TO: From:

7b Technique: Space Bar and ENTER

Key each line once.
Key the lines again at a faster rate.

1 The girls left the field
2 The girls left the field with
3 The girls left the field with five
4 The girls left the field with five more
5 The girls left the field with five more dogs.

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

7c Build Skill

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

1 Jack Vasquez may work for Bill Pagel the next day.
2 Jake Win placed first by solving the complex quiz.
3 J. Zan quickly removed two boxes from the package.
4 Jewel Vikings quickly baked extra pizzas for them.
5 By solving the tax quiz, Jud Mack won first prize.

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

