

Keyboarding Project 11

11a Review 8, 1, 9, 4, and 0

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



Technique Tip



Reach up to the number keys without moving your hands away from your body.

1 k 8 k 8 | k i 8 k i 8 | ki8 ki8 | 8k8 8k8 | 8i8 8i8 8i8 | 8, 8;
 2 The blue team lost 8 out of 88, not 88 out of 888.
 3 a 1 a 1 | a q 1 a q 1 | aq1 aq1 | zaq1 zaq1 | z1 z1 | q1 q1;
 4 Maryann keyed 18, 81, 118, 181, 811, 818, and 881.
 5 1 9 1 9 | 1 o 9 1 o 9 | 1o9 1o9 | 919 919 | .9 .9 | 91 91
 6 Kay got 18 out of 19 on the quizzes and 81 out 91.
 7 f 4 f 4 | f r 4 f r 4 | fr4 fr4 | 4f4 4f4 4f4 | 4r4 4r4 4r4 | 4v 4v;
 8 Felipe scored 144 or 148 points out of 149 points.
 9 ; 0 ; 0 | ; p 0 ; p 0 | ; p0 ; p0 | 0;0 0;0 | ?0? ?0? | 0;? 0;
 10 Their four missing values were 10, 80, 90, and 40.
 11 Toua bowled 189; Jan bowled 140; Jason bowled 148.
 12 Thomas set the dates for May 18-19 and June 10-14.

11b Build Skill

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

1 Gwen took a picture.
 2 She may be in her office.
 3 He forgot to take their money.
 4 Benito won first place in his race.
 5 I will have him call you when he leaves.
 6 Tryouts for the play take place next Tuesday.
 7 Jason and Katie plan on going to the lake to swim.

gwam 30'' | 2 | 4 | 6 | 8 | 10 | 12 | 14 | 16 | 18 | 20 |

