Keyboarding Project 1

1a Home-Row Review

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

Technique Tip

- body erect
- sit back in chair
- fingers curved and upright

1 f d s a j k l ;|;l kj fd sa|;l kj fd sa|asdf jkl;;

2 ;; aa ll ss dd kk ff jj|aa dd jj ;; ss ff kk ll dd

3 kak   kak|jdj jdj|lfl   lfl|s;s   s;s|djd   djd|fkf   fkf|ll

4 ad ad|dad dad|lad lad|ask ask|fad fad|fall fall|as

5 as a lad as a lad|ask dad ask dad|fall ad fall ad;

1b 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 keyed.

A **all letters used**   *gwam* 2'

Who was Shakespeare? Few would even question that he   5
was one of the greatest individuals to ever write a play. His works   12
have endured the test of time. Productions of his literary works   19
continue to take place on the stage of theaters all over the world.   26
Shakespeare was an expert at creating comedies and tragedies, both   33
of which often leave the audience in tears.   37

Few of those who put pen to paper have been as successful   43
at creating such prized characters for their readers. Each character   50
he created has a life of its own. It is entirely possible that more   57
students know about the tragedy that Romeo and Juliet experienced   64
than know about the one that took place at Pearl Harbor.   69

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

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