

TOUCH TYPING LESSONS

(QWERTY)

Learn how to type without looking at the keyboard with these short 1-2 minutes touch typing lessons. Whether you are trying to learn typing or data entry, one of the keys to becoming a fast and accurate typist is to learn touch typing. By learning how to type without looking at your fingers you can double or triple your typing speed. These typing lessons are designed to teach you how-to touch type as quickly and easily as possible.

We keep the typing practice text short enough to type in a minute or two at the expected speed for each lesson, gradually increasing the length as the lessons progress. Each typing lesson focuses on just two keys so that you will have plenty of time to learn the new keys before you move on. Each successive lesson will use the new keys along with the most or all of the keys from previous lessons. If you are learning to type for the first time, then you will want to practice the lessons in the order presented.

We start out these typing lessons with some vowels so that we can get into practicing words faster than most lessons. This should make your typing practice more fun, and you will see your speed and accuracy increase faster once you start typing real words and sentences as well.

If you are already familiar with how to type you can choose to jump into any of the practice lessons where you are weak. (We also have some alphabetical sentences that you can practice with to discover which keys you need the most review and practice with...and additional letter drills that use the full keyboard.)

Before you begin these typing lessons you should discover where the 'shift', 'backspace', and 'del' keys are. These keys will allow you to type capital letters and correct errors as you type.

Touch Typing Lesson 1

Learn to Type D & E Keys

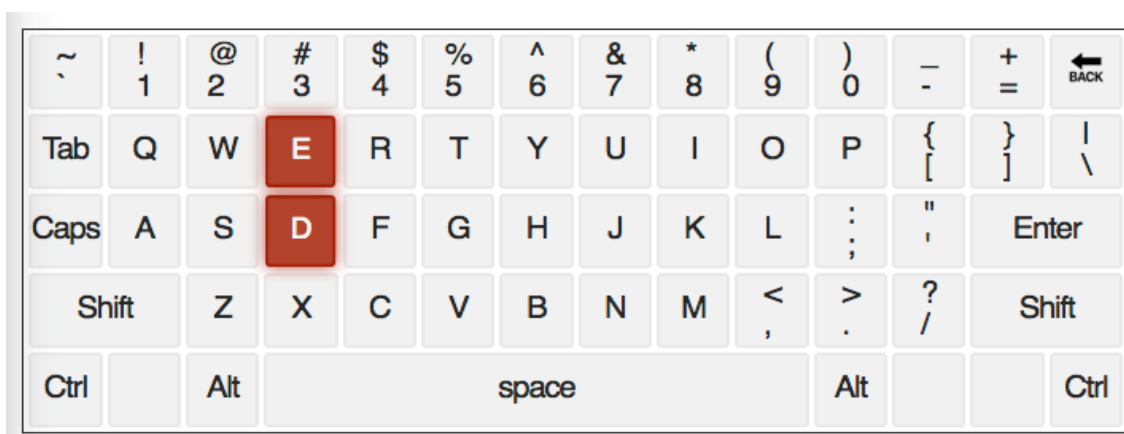
This typing lesson will teach you how to touch type with the D and E keys. Both capital and lower-case letters are included in this lesson. To type a capital, hit shift at the same time as you hit the letter.

Instructions:

- Begin with your fingers on the home row (see image below). The home row is the middle row of letters on your keyboard. Your left index finger rests on the 'F' key, and your right index finger rests on the 'J' key. These keys are usually marked with a raised dot or dash to help you find the keys without looking. The rest of your fingers line up in the adjacent keys - shown highlighted in the illustration below.



- The 'D' key is under your right middle finger. (See keys highlighted below)
- The 'E' key is above the 'D' key, reach up to hit it. (See keys highlighted below)



- Once you learn where these keys are, try to type them without looking at your fingers.
- When you feel confident you can type these keys without looking, go on to the next lesson.

Touch Typing Lesson 02

Learn to type K & I Keys

This typing lesson will teach you how to touch type with the K and I key. Both capital and lower-case letters are included in this lesson. To type a capital, hit shift at the same time as you hit the letter.

Instructions:

- Begin with your fingers on the home row.
- The 'K' key is under your right middle finger. (See keys highlighted below)
- The 'I' key is above the 'K' key, reach up to hit it. (See keys highlighted below)



- Once you learn where these keys are, try to type them without looking at your fingers.
- When you feel confident you can type these keys without looking, go on to the next lesson.

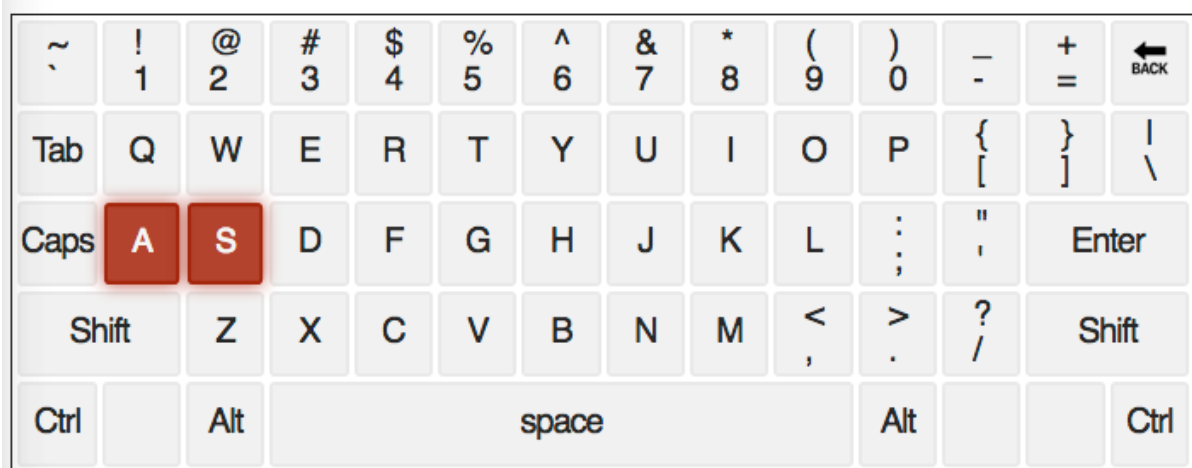
Touch Typing Lesson 03

Learn to type S & A Keys

This typing lesson will teach you how to touch type with the S and A keys. Both capital and lower-case letters are included in this lesson. To type a capital, hit shift at the same time as you hit the letter.

Instructions:

- Begin with your fingers on the home row.
- The 'S' key is under your left ring finger. (See keys highlighted below)
- The 'A' key is under your left Pinky finger. (See keys highlighted below)



- Once you learn where these keys are, try to type them without looking at your fingers.
- When you feel confident you can type these keys without looking, go on to the next lesson.

Touch Typing Lesson 04

Learn to type L & O Keys

This typing lesson will teach you how to touch type with the L and O keys. Both capital and lower-case letters are included in this lesson. To type a capital, hit shift at the same time as you hit the letter.

Instructions:

- Begin with your fingers on the home row.
- The 'L' key is under your right ring finger. (See keys highlighted below)
- The 'O' key is above the 'L' key, reach up to hit it. (See keys highlighted below)



- Once you learn where these keys are, try to type them without looking at your fingers.
- When you feel confident you can type these keys without looking, go on to the next lesson.

Touch Typing Lesson 05

Learn to type F & R Keys

This typing lesson will teach you how to touch type with the F and R keys. Both capital and lower-case letters are included in this lesson. To type a capital, hit shift at the same time as you hit the letter.

Instructions:

- Begin with your fingers on the home row.
- The 'F' key is under your left index finger. (See keys highlighted below)
- The 'R' key is above the 'J' key, reach up to hit it. (See keys highlighted below)



- Once you learn where these keys are, try to type them without looking at your fingers.
- When you feel confident you can type these keys without looking, go on to the next lesson.

Touch Typing Lesson 06

Learn to type J & U Keys

This typing lesson will teach you how to touch type with the J and U keys. Both capital and lower-case letters are included in this lesson. To type a capital, hit shift at the same time as you hit the letter.

Instructions:

- Begin with your fingers on the home row.
- The 'J' key is under your right index finger. (See keys highlighted below)
- The 'U' key is above the 'J' key, reach up to hit it. (See keys highlighted below)



- Once you learn where these keys are, try to type them without looking at your fingers.
- When you feel confident you can type these keys without looking, go on to the next lesson.

Touch Typing Lesson 07

Learn to type T & H Keys

This typing lesson will teach you how to touch type with the T and H keys. Both capital and lower-case letters are included in this lesson. To type a capital, hit shift at the same time as you hit the letter.

Instructions:

- Begin with your fingers on the home row.
- The 'T' key is above the 'F' key (under your left index finger), reach up and toward the middle of the keyboard to hit it. (See keys highlighted below)
- The 'H' key is beside the 'J' key (under your right index finger), reach toward the middle of the keyboard to hit it. (See keys highlighted below)



- Once you learn where these keys are, try to type them without looking at your fingers.
- When you feel confident you can type these keys without looking, go on to the next lesson.

Touch Typing Lesson 08

Learn to type G & Y Keys

This typing lesson will teach you how to touch type with the G and Y keys. Both capital and lower-case letters are included in this lesson. To type a capital, hit shift at the same time as you hit the letter.

Instructions:

- Begin with your fingers on the home row.
- The 'G' key is beside the 'F' key (under your left index finger), reach toward the middle of the keyboard to hit it. (See keys highlighted below)
- The 'Y' key is above the 'J' key (under your right index finger), reach up and toward the middle of the keyboard to hit it. (See keys highlighted below)



- Once you learn where these keys are, try to type them without looking at your fingers.
- When you feel confident you can type these keys without looking, go on to the next lesson.

Touch Typing Lesson 09

Learn to type M & N Keys

This typing lesson will teach you how to touch type with the M and N keys. Both capital and lower-case letters are included in this lesson. To type a capital, hit shift at the same time as you hit the letter.

Instructions:

- Begin with your fingers on the home row.
- The 'M' key is below the 'J' key (under your right index finger), curl your finger down to hit it. (See keys highlighted below)
- The 'N' key is also below the 'J' key (under your right index finger), curl your finger down and toward the middle of the keyboard to hit it. (See keys highlighted below)



- Once you learn where these keys are, try to type them without looking at your fingers.
- When you feel confident you can type these keys without looking, go on to the next lesson.

Touch Typing Lesson 10

Learn to type C & W Keys

This typing lesson will teach you how to touch type with the C and W keys. Both capital and lower-case letters are included in this lesson. To type a capital, hit shift at the same time as you hit the letter.

Instructions:

- Begin with your fingers on the home row.
- The 'C' key is below the 'D' key (under your left middle finger), curl your finger down to hit it. (See keys highlighted below)

- The 'W' key is above the 'S' key (under your left ring finger), reach up to hit it. (See keys highlighted below)



- Once you learn where these keys are, try to type them without looking at your fingers.
- When you feel confident you can type these keys without looking, go on to the next lesson.

Touch Typing Lesson 11

Learn to type B & V Keys

This typing lesson will teach you how to touch type with the B and V keys. Both capital and lower-case letters are included in this lesson. To type a capital, hit shift at the same time as you hit the letter.

Instructions:

- Begin with your fingers on the home row.
- The 'V' key is below the 'F' key (under your left index finger), curl your finger down to hit it. (See keys highlighted below)
- The 'B' key is also below the 'F' key (under your left index finger), curl your finger down and toward the middle of the keyboard to hit it. (See keys highlighted below)



- Once you learn where these keys are, try to type them without looking at your fingers.
- When you feel confident you can type these keys without looking, go on to the next lesson.

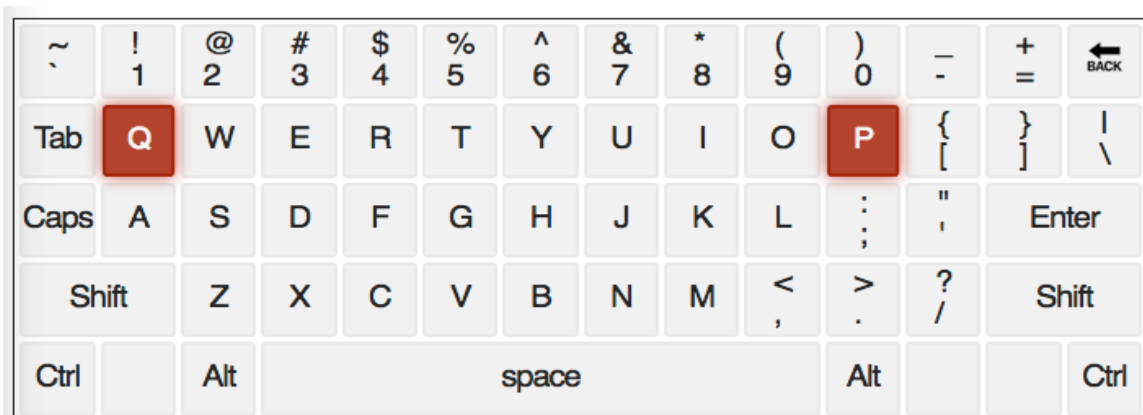
Touch Typing Lesson 12

Learn to type P & Q Keys

This typing lesson will teach you how to touch type with the Q and P keys. Both capital and lower-case letters are included in this lesson. To type a capital, hit shift at the same time as you hit the letter.

Instructions:

- Begin with your fingers on the home row. Your right Pinky finger is resting on the ';' key, reach up from there to find the 'P' key. (See keys highlighted below)
- The 'Q' key is above the 'A' key (under your left Pinky finger), reach up from there to hit it. (See keys highlighted below)



- Once you learn where these keys are, try to type them without looking at your fingers.
- When you feel confident you can type these keys without looking, go on to the next lesson.

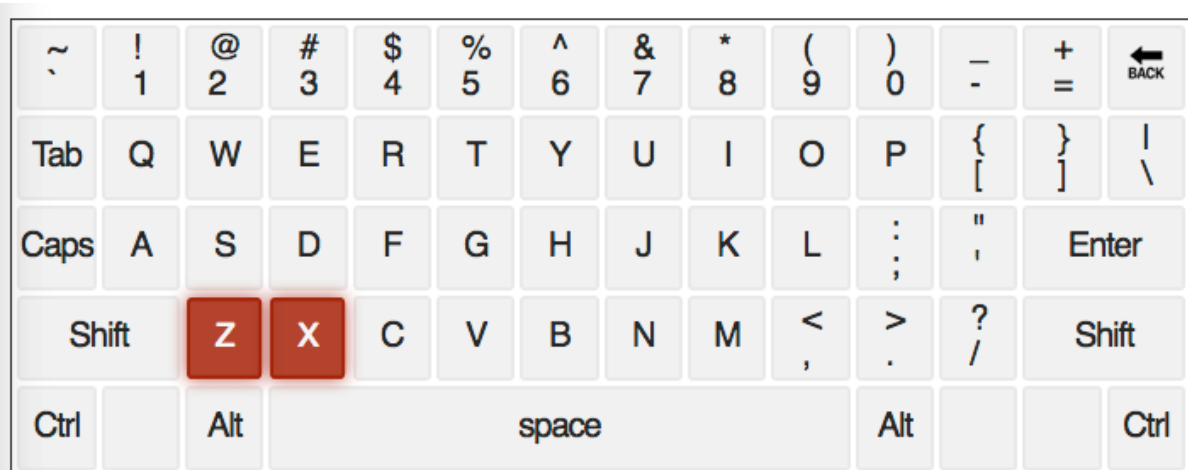
Touch Typing Lesson 13

Learn to type X & Z Keys

This typing lesson will teach you how to touch type with the X and Z keys. Both capital and lower-case letters are included in this lesson. To type a capital, hit shift at the same time as you hit the letter.

Instructions:

- Begin with your fingers on the home row.
- The 'Z' key is below the 'A' key (under your left Pinky finger), curl your finger down to hit it. (See keys highlighted below)
- The 'X' key is below the 'S' key (under your left ring finger), curl your finger down to hit it. (See keys highlighted below)



- Once you learn where these keys are, try to type them without looking at your fingers.
- When you feel confident you can type these keys without looking, go on to the next lesson.

Touch Typing Lesson 14

Learn to type , & . Keys

This typing lesson will teach you how to touch type with the period, or full stop [.] and comma [,] keys.

Instructions:

- Begin with your fingers on the home row.
- The ',' key is below the 'K' key (under your right middle finger), curl your finger down to hit it. (See keys highlighted below)
- The '.' key is below the 'L' key (under your right ring finger), curl your finger down to hit it. (See keys highlighted below)



- Once you learn where these keys are, try to type them without looking at your fingers.
- When you feel confident you can type these keys without looking, go on to the next lesson.

Touch Typing Lesson 15

Learn to type ; & : Keys

This typing lesson will teach you the ; and : keys. The semi-colon (;) is between two related clauses (that could be full sentences) in place of a conjunction (like 'and'); the colon (:) usually begins a list or explanation.

Instructions:

- Begin with your fingers on the home row.
- The ';' key is under your right Pinky finger.
- The ':' key is under your right Pinky finger, hold the shift key down when you hit it.



- Once you learn where these keys are, try to type them without looking at your fingers.
- When you feel confident you can type these keys without looking, go on to the next lesson.

Touch Typing Lesson 16

Learn to type ' and " Keys

This typing lesson will teach you how to touch type with the ' [apostrophe] and " [quote] keys.

Instructions:

- Begin with your fingers on the home row.
- The ' key is to the right of the ';' key (under your right pinkie finger), reach to the side to hit it.
- The " key is to the right of the ';' key (under your right pinkie finger), reach to the side, while holding down the shift key to hit it.



- Once you learn where these keys are, try to type them without looking at your fingers.
- When you feel confident you can type these keys without looking, go on to the next lesson.

Touch Typing Lesson 17

Learn to Type Numbers 6 & 5

Boost your numbers speed typing with this typing practice numbers lesson that teaches the numbers 5 and 6.

Instructions:

- Begin with your fingers on the home row.
- The '6' key is two rows above the 'H' key (use your right index finger), stretch up to hit it.
- The '5' key is two rows above the 'G' key (use your left index finger), stretch up to hit it.



- Once you learn where these keys are, try to type them without looking at your fingers.
- When you feel confident you can type these keys without looking, go on to the next lesson.

Touch Typing Lesson 18

Learn to Type Numbers 7 & 4

Practice typing numbers and boost your numbers typing speed with this numbers typing lesson that teaches the numbers 4 and 7.

Instructions:

- Begin with your fingers on the home row.
- The '7' key is two rows above the 'J' key (use your right index finger), stretch up to hit it.
- The '4' key is two rows above the 'F' key (use your left index finger), stretch up to hit it.



- Once you learn where these keys are, try to type them without looking at your fingers.
- When you feel confident you can type these keys without looking, go on to the next lesson.

Touch Typing Lesson 19

Learn to Type Numbers 8 & 3

Boost your numbers speed typing with this alphanumeric typing practice lesson that teaches the numbers 3 and 8. If you already know the keyboard, try our data entry drills or number drills for more relevant practice exercises.

Instructions:

- Begin with your fingers on the home row.
- The '8' key is two rows above the 'K' key (use your right middle finger), stretch up to hit it.
- The '3' key is two rows above the 'D' key (use your left middle finger), stretch up to hit it.



- Once you learn where these keys are, try to type them without looking at your fingers.
- When you feel confident you can type these keys without looking, go on to the next lesson.

Touch Typing Lesson 20

Learn to Type Numbers 9 & 2

Practice typing numbers row and boost your numbers speed with this touch-typing lesson that teaches the numbers 2 and 9.

Instructions:

- Begin with your fingers on the home row.
- The '9' key is two rows above the 'L' key (use your right ring finger), stretch up to hit it.
- The '2' key is two rows above the 'S' key (use your left ring finger), stretch up to hit it.



- Once you learn where these keys are, try to type them without looking at your fingers.
- When you feel confident you can type these keys without looking, go on to the next lesson.

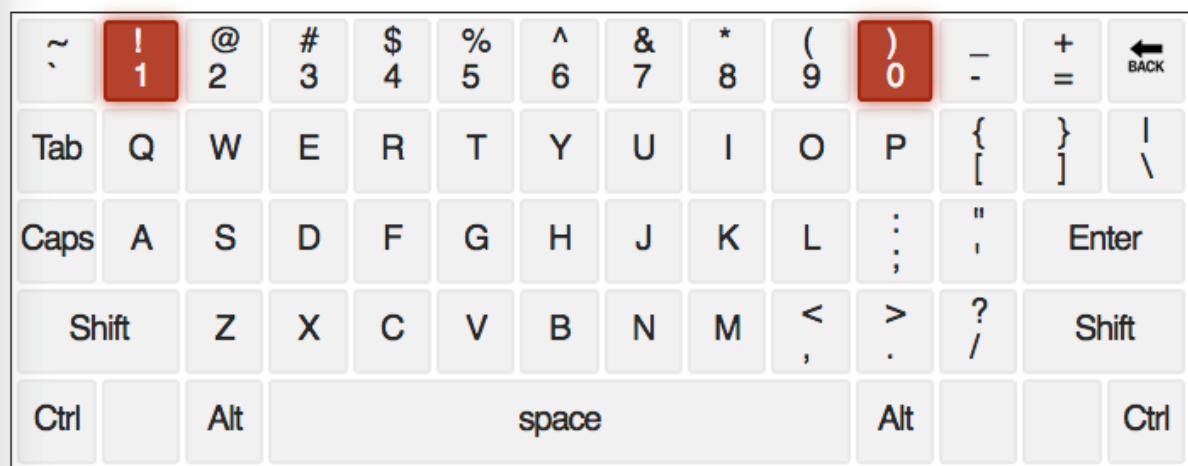
Touch Typing Lesson 21

Learn to Type Numbers 0 & 1

Boost your numbers typing practice with this typing lesson will teach you how to touch type with the 1 and 0 keys.

Instructions:

- Begin with your fingers on the home row.
- The '0' key is two rows above the ';' key (use your right Pinky finger), stretch up to hit it.
- The '1' key is two rows above the 'A' key (use your left Pinky finger), stretch up to hit it.



- Once you learn where these keys are, try to type them without looking at your fingers.
- When you feel confident you can type these keys without looking, go on to the next lesson.

Touch Typing Lesson 22: ! & ? Keys

This typing lesson will teach you how to touch type with the ! [exclamation mark] and ? [question mark] keys.

Instructions:

- Begin with your fingers on the home row.
- The '!' key is above the 'Q' key (under your left pinkie finger), reach your finger up to hit it while pressing the shift key.
- The '?' key is below the ':' key (under your right pinkie finger), curl your finger down to hit it while pressing the shift key.



- Once you learn where these keys are, try to type them without looking at your fingers.
- When you feel confident you can type these keys without looking, go on to the next lesson.

Touch Typing Lesson 23: (&) Keys

This typing lesson will teach you the (and) keys. These keys are known as "parentheses" and are used to indicate some extra information about a passage, such as an explanation or amplification.

Instructions:

- Begin with your fingers on the home row.
- The '(' key is two rows above the 'L' key (under your right ring finger), hold the shift key down when you hit it.
- The ')' key is two rows above the ';' key (under your right Pinky finger), hold the shift key down when you hit it.



- Once you learn where these keys are, try to type them without looking at your fingers.
- When you feel confident you can type these keys without looking, go on to the next lesson.

Touch Typing Lesson 24: < & > Keys

This typing lesson will teach you the < [less than sign] and > [greater than sign] keys. Sometimes also called angle brackets, these symbols are used in programming languages, math, and occasionally to display lists in a passage of text.

Instructions:

- Begin with your fingers on the home row.
- The '<' key is the same as the ',' key (under your right middle finger), hold the shift key down when you hit it.
- The '>' key is the same as the '.' key (under your right ring finger), hold the shift key down when you hit it.



- Once you learn where these keys are, try to type them without looking at your fingers.
- When you feel confident you can type these keys without looking, go on to the next lesson.

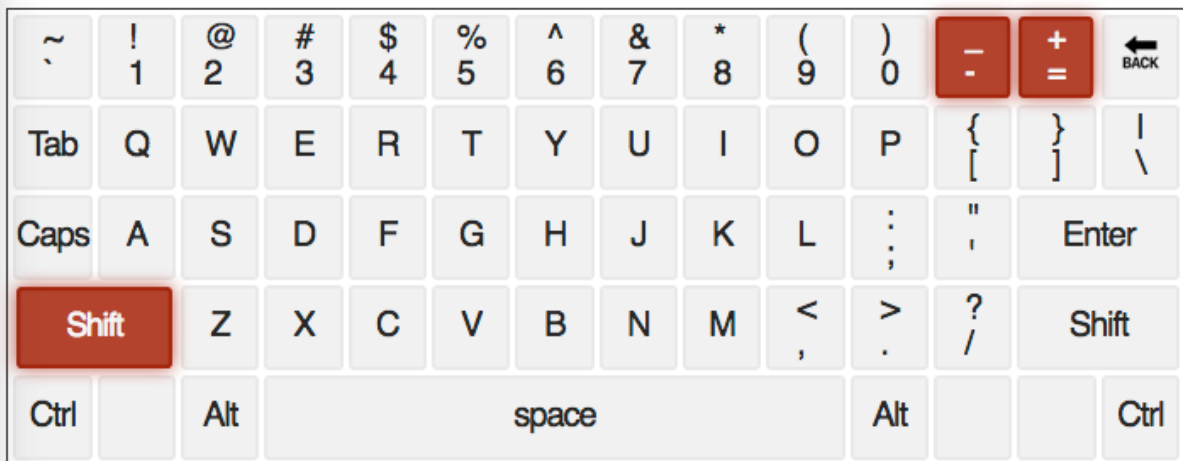
Touch Typing Lesson 25: + & - Keys

This typing lesson will teach you how to touch type with the + [plus] and - [hyphen/minus] keys. These keys are used for mathematical equations. In addition, the hyphen is used to spell many words, and a double hyphen [--] is typed to indicate a dash.

Instructions:

- Begin with your fingers on the home row.

- The '+' key is two rows above the '[' and ']' keys (use your right Pinky finger), stretch up and over while holding the shift key down to hit it.
- The '-' key is two rows above the 'p' and '[' key (use your right Pinky finger), stretch up to hit it.



- Once you learn where these keys are, try to type them without looking at your fingers.
- When you feel confident you can type these keys without looking, go on to the next lesson.

Touch Typing Lesson 26: * & / Keys

This typing lesson will teach you how to touch type with the * [asterisk] and / [slash] keys. The asterisk key is used to indicate multiplication and the slash division when typing out equations.

Instructions:

- Begin with your fingers on the home row.
- The '*' key is shift-8, it is two rows above the 'K' key (use your right middle finger), stretch up while holding the shift key down to hit it.
- The '/' key is below the ';' key (use your right Pinky finger), curl down to hit it.



- Once you learn where these keys are, try to type them without looking at your fingers.
- When you feel confident you can type these keys without looking, go on to the next lesson.

Touch Typing Lesson 27: # and = Keys

This typing lesson will teach you how to touch type with the # [pound or number sign] and = [equal] keys.

Instructions:

- Begin with your fingers on the home row.
- The '#' key is shift-3, it is two rows above the 'D' key (use your left middle finger), stretch up while holding the shift key down to hit it.
- The '=' key is two rows above the '[' and ']' keys (use your right Pinky finger), stretch up to hit it.



- Once you learn where these keys are, try to type them without looking at your fingers.
- When you feel confident you can type these keys without looking, go on to the next lesson.

Touch Typing Lesson 28: % and \$ Keys

This typing lesson will teach you how to touch type with the % [percent] and \$ [dollar sign] keys.

Instructions:

- Begin with your fingers on the home row.
- The '\$' key is two rows above the 'F' key (use your left index finger), stretch up while holding the shift key down to hit it.
- The '%' key is two rows above the 'G' key (use your left index finger), stretch up while holding the shift key down to hit it.



- Once you learn where these keys are, try to type them without looking at your fingers.
- When you feel confident you can type these keys without looking, go on to the next lesson.

Touch Typing Lesson 29: @ and & Keys

This typing lesson will teach you how to touch type with the @ [at sign] and & [ampersand] keys.

Instructions:

- Begin with your fingers on the home row.
- The '@' key is two rows above the 'S' key (use your left ring finger), stretch up while holding the shift key down to hit it.
- The '&' key is two rows above the 'J' key (use your right index finger), stretch up while holding the shift key down to hit it.



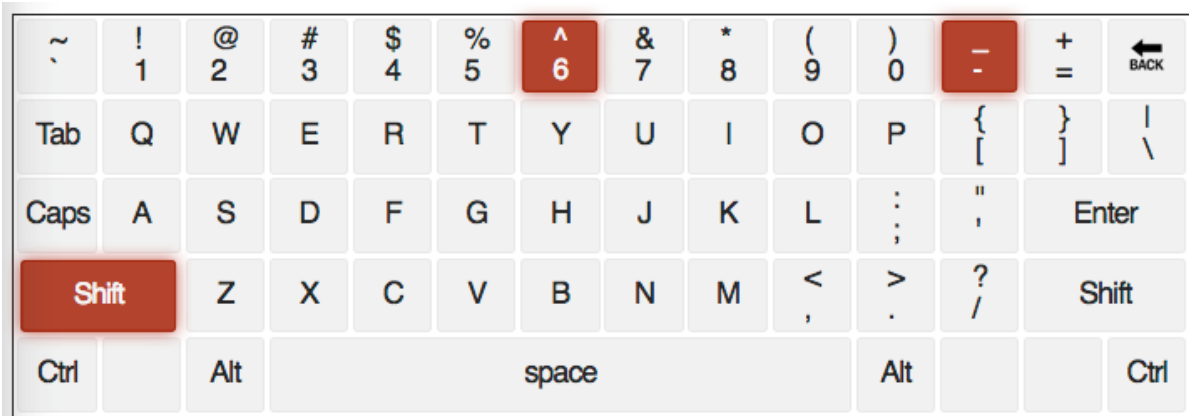
- Once you learn where these keys are, try to type them without looking at your fingers.
- When you feel confident you can type these keys without looking, go on to the next lesson.

Touch Typing Lesson 30: _ & ^ Keys

This typing lesson will teach you how to touch type with the _ [underscore] and ^ [caret/circumflex] keys. In mathematics, the caret represents an exponent, square, cube, or other power.

Instructions:

- Begin with your fingers on the home row.
- The '_' key is two rows above the 'P' key (use your right Pinky finger), stretch up while holding the shift key down to hit it.
- The '^' key is two rows above the 'J' key (use your right index finger), stretch up and over while holding the shift key down to hit it.



- Once you learn where these keys are, try to type them without looking at your fingers.
- When you feel confident you can type these keys without looking, go on to the next lesson.

Touch Typing Lesson 31: [and] Keys

This typing lesson will teach you the [and] keys. These keys are known as "square brackets" and are used extensively in some programming languages to denote an item's position in an array. Square brackets are also common in articles where text has been added to clarify the original author or speaker's intent, such as clarifying who he, or what it is. They are also used for footnotes or to indicate mistakes in original copy [sic].

Instructions:

- Begin with your fingers on the home row.
- The '[' key is above the ';' key and to the right (use your right Pinky finger), stretch up to hit it.
- The ']' key is above the ';' key and a little further to the right (use your right Pinky finger), stretch up to hit it.



- Once you learn where these keys are, try to type them without looking at your fingers.
- When you feel confident you can type these keys without looking, go on to the next lesson.

Touch Typing Lesson 32: { and } Keys

This typing lesson will teach you the { and } keys. These keys are known as 'curly braces' and are used extensively in some programming languages like C/C++, C#, Java, PHP, and JavaScript.

Instructions:

- Begin with your fingers on the home row.
- The '{' key is above the ';' key and to the right (use your right Pinky finger), stretch up while pressing the shift key to hit it.
- The '}' key is above the ';' key and a little further to the right (use your right Pinky finger), stretch up while pressing the shift key to hit it.



- Once you learn where these keys are, try to type them without looking at your fingers.
- When you feel confident you can type these keys without looking, go on to the next lesson.

Touch Typing Lesson 33: \ and | Keys

This typing lesson will teach you how to touch type with the \ [backslash] and | [pipe] keys. These keys are frequently used by programmers and system administrators when writing computer programs.

Instructions:

- Begin with your fingers on the home row.
- The '\ ' key and the '| ' key are the same key, use shift to get '| '. The key is on the far right of the top row, use your right Pinky finger to reach up and way over to hit it. This key is sometimes placed on the number row by the backspace, so be sure to check your keyboard.



- Once you learn where these keys are, try to type them without looking at your fingers.
- When you feel confident you can type these keys without looking, go on to the next lesson.

Touch Typing Lesson 34: ` and ~ Keys

This typing lesson will teach you how to touch type with the ` [backtick] and ~ [tilde] keys.

Instructions:

- Begin with your fingers on the home row.
- The '` ' key is above the 'tab' key (use your left Pinky finger), stretch up and over to hit it.

- The '~' key is above the 'tab' key (use your left Pinky finger), stretch up and over while holding the shift key down to hit it.



- Once you learn where these keys are, try to type them without looking at your fingers.
- This is the last lesson; you should know all the keys on the keyboard now. You just need to keep practicing to improve your typing speed.