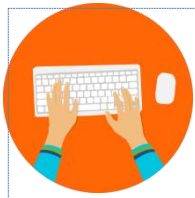


# Touch Typing

Class Five

Lab 12



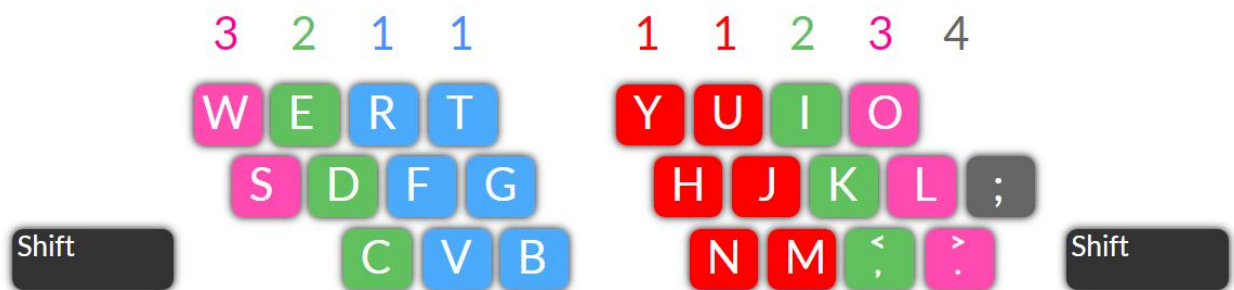
## Lab Objectives:

- Introducing Capitals
- punctuation , .

## Finger Placement

You will be able to type a full sentence with a CAPITAL at the start and a full stop (period) at the end.

There will be nothing to hold you back now



- ✓ Use your LEFT HAND RING FINGER (No. 2) to type the letter C, moving your finger down from letter D.
- ✓ Use your RIGHT HAND RING FINGER (No. 2) to type the comma , , moving your finger down from letter K.



- ✓ Use your RIGHT HAND RING FINGER (No. 3) to type the full stop . moving your finger down from letter L.

## Try These Sentences

CAPITALS - To type Capital letters you will need to use the Shift keys, above the Ctrl keys on each side of the letter key block. Left of Z and Right of ? The Shift keys are used also for Upper Characters like @ \$ % \* <

Press the shift key - Type the letter key - Release the shift key.

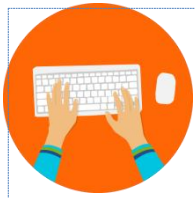
For a Left Hand capital hold the RIGHT Shift key.

For a Right Hand capital hold the LEFT Shift key

## Experience

The full stop is on the bottom row. Find the ring finger on your right hand.

Commas get you thinking, believing. Reach to the left of the full stop. Good.



Stretch your longest finger. When beginning new lines, hit the Enter key once.

Find and hold the Right Shift key for these left hand capitals.

Be careful. Try to keep your fingers curved. Very nice.

Do not let your wrists rest on the desk. That is not good use of energy.