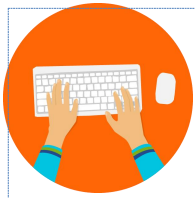


Touch Typing

Class Five

Lab 7



Lab Objectives:

- Home Keys
- Correct Finger Position

Touch typing

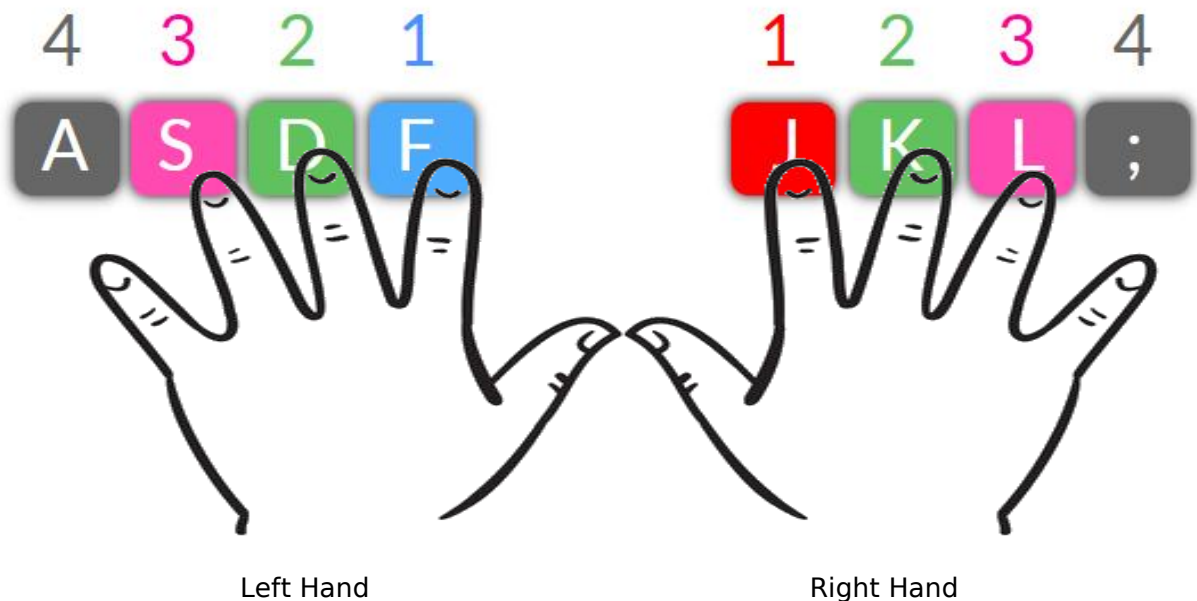
Touch typing is a style of typing without looking at the keys.





Basic of Typing

The first image below shows the overall keyboard layout for a QWERTY keyboard.





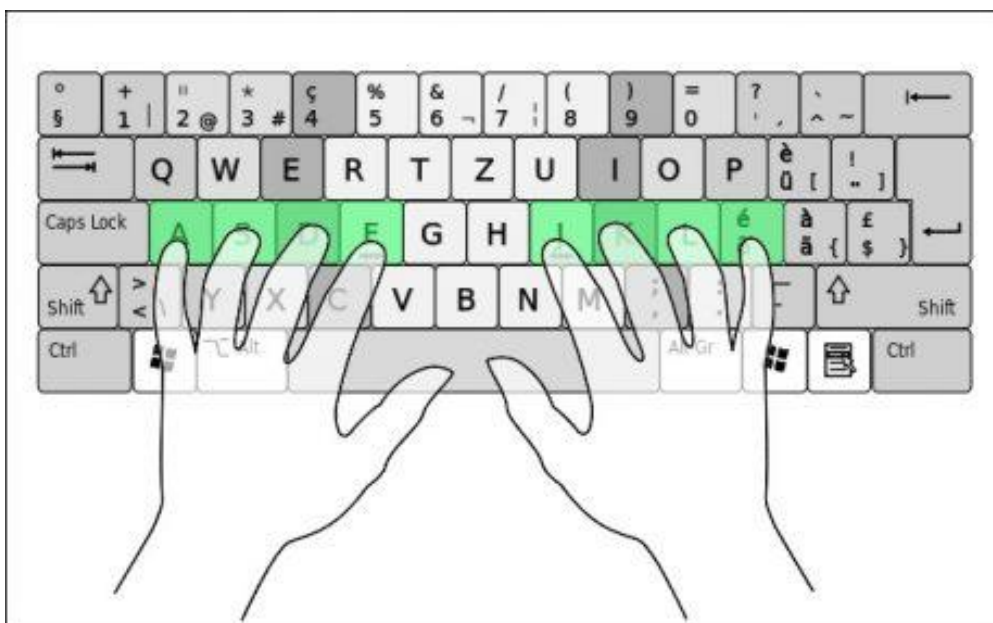
The second image shows the Home Keys for the left and right hand. A S D F on the left and J K L ; on the right.

They are called the Home Keys because these are the keys your fingers must return HOME to after typing any other key.

Start Typing

To learn fast typing you just have to practise more and more. There are not too much theoretical lesson for typing, the one and only rule is to place your finger on the correct position and type.

Place your finger like below





Practise Session

Open ms word and type this

Warm up for left hand

ffff dddd ssss aaaa ffff dddd ssss aaaa ffff dddd ssss
aaaa

ff dd ss aa ff dd ss aa ff d ff d ff s ff s ff a ff a

fdsa fdsa fdsa fdsa fdsa fdsa fdsa fdsa

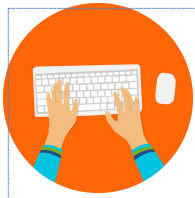
asdf asdf asdf asdf asdf asdf asdf asdf asdf

Warm up for right hand

jj kkk ll ;; jjj kkk ll ;; jjj kkk ll ;;jj kk ll ;; jj kk ll ;;

jj kk ll ;; jj kk ll ;; jjk jj l jj ; j k l ; j k l ; jjj kkk ll ;;

jkl; jkl; jkl; jkl; jkl; jkl; jkl; jkl; jkl; jkl; jkl; jkl;



Both Hands

ds dsl ld; fs ks; sl lk; lks kj jd; jds ja jak sk; fa la as jf
jk js

ad add ads adds as ask asks la lad lads lass da dad
dada dada sa sad salad