

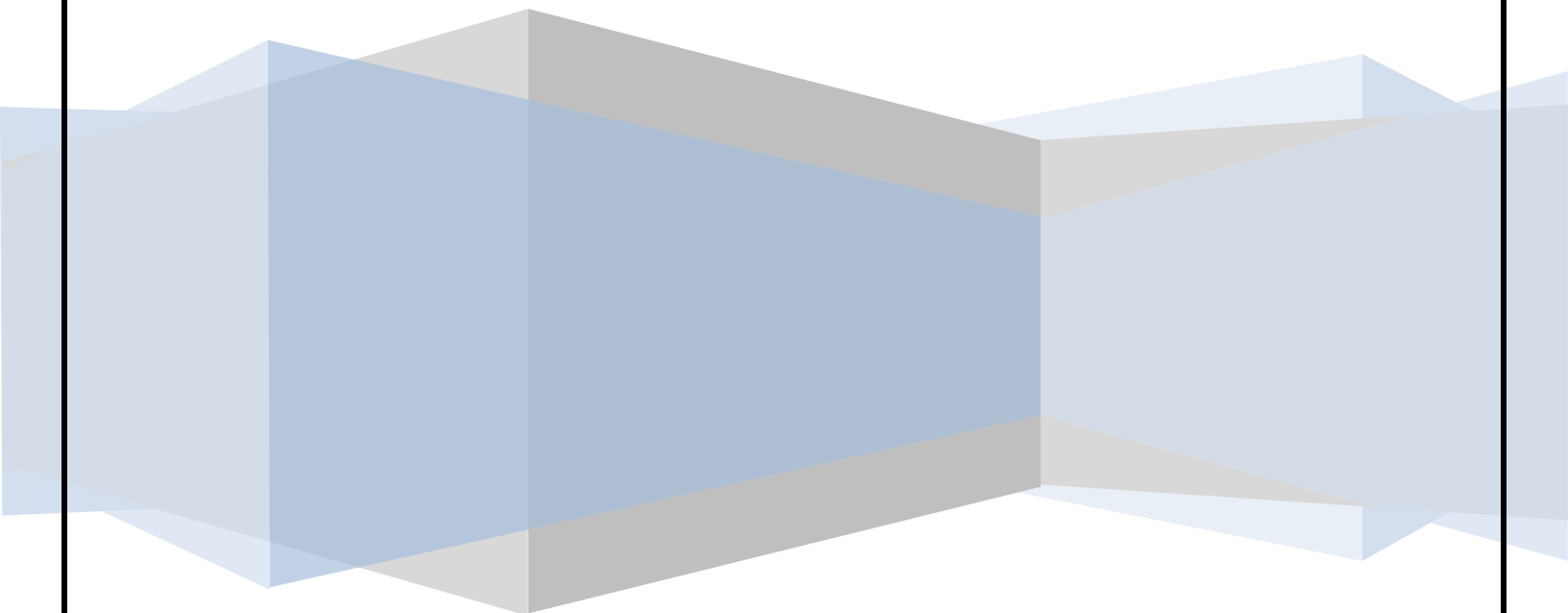


TechNical SaaNd
Building skills

English Typing Series

Shift key opposite case practice

TechNical SaaNd



Keyboarding/ Typing

Shift key

Shift key is used to type opposite case letter. That letter is pressed along with shift.

There are two Shift key on Key board, Right Shift and Left Shift

Right shift will be press by → Right Little Finger

Left shift will be press by → Left Little Finger

When letter is of Right-Hand finger then Shift will be pressed of Left side from Left hand little finger

When letter is of Left-hand finger then shift will be pressed of right side from left hand little finger.

English Typing Series Shift key opposite case practice

Shift key practice

Note:

1. Our fingers will always remain on home row. Our finger will enter/type the key on any row either Top Row or bottom row and will come back at Home Row. Home row keys provide reference point for every other key.
2. While typing these letters keep speaking also.
3. While typing eyes should be on screen, not on keyboard.
4. No mistakes, Slower is Faster. Focus on accuracy rather than speed.
5. Practice for 1-2 hours morning and 1-2 hours evening. 10-12 set of words.

English Typing Series Shift key opposite case practice

1. Write your friends and relative names, with first letter capitalize and use shift key appropriately.

2. Write below sequence with first letter of each word capitalized:

hand small chest very hen pen time around hangs lazy son net upon rights
woman moral bird men habit powers borrow narrow catch van earns school
college village certain curtain zebra cutter require request decide besides before.
A quick brown fox jumps upon right over the lazy dog.