

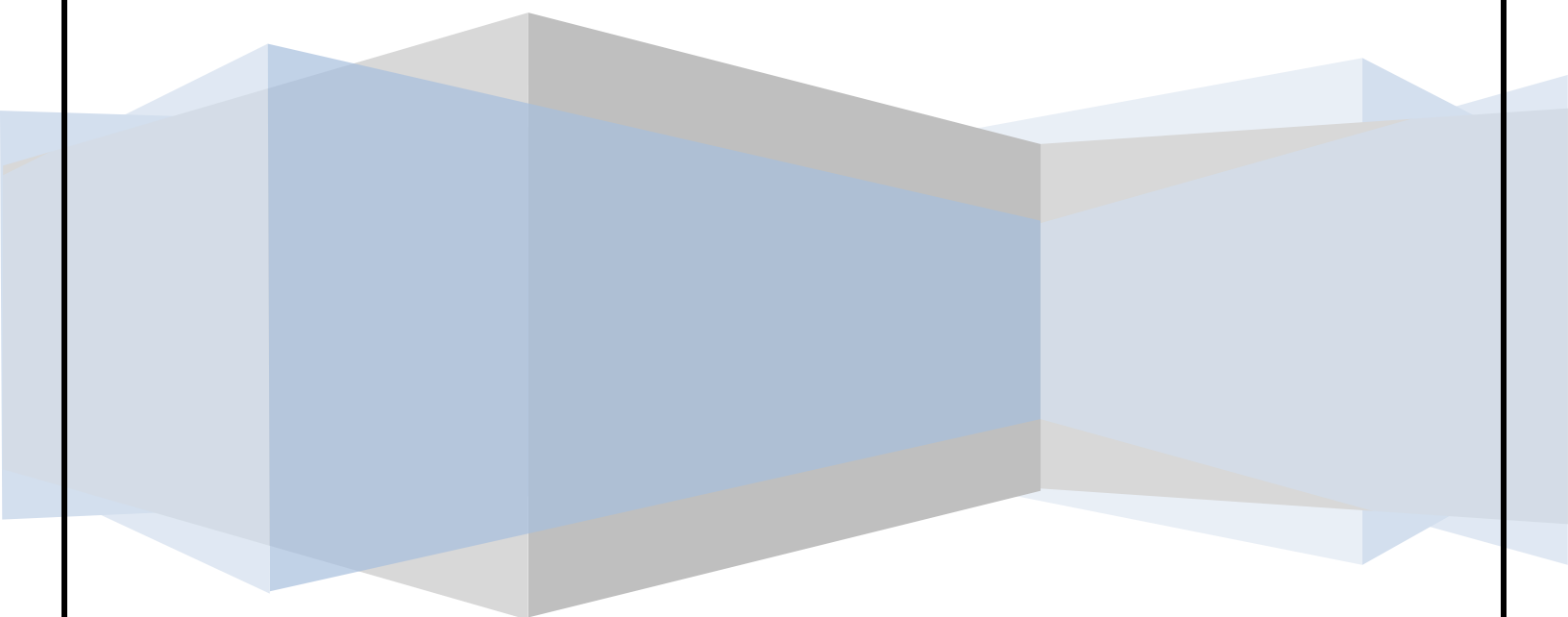


TechNical SaaNd
Building skills

English Typing Series

Number pad practice

TechNical SaaNd



Keyboarding/ Typing

Number pad finger position

Mostly laptops don't have a separate number pad for typing number but Keyboard has a separate number pad.

Typing of numbers from numpad is done only from left hand.



English Typing Series

Number pad practice

Placing Fingers Middle Row (Home Row):

1. 4 → Index Finger
2. 5 → Middle Finger
3. 6 → Ring Finger
4. 0 → Thumb

Top Row Keys → 7,8,9:

1. 7 → Index Finger
2. 8 → Middle Finger
3. 9 → Ring Finger

Bottom Row Keys → 1, 2, 3:

1. 1 → Index Finger
2. 2 → Middle Finger
3. 3 → Ring Finger

Note:

After pressing key of top row, finger should be return to the respective character of home row again. It is very important.

Exercise:

1. 4560
2. 6540
3. 456 0 789 0 123 0 456
4. 654 0 987 0 321 0 654

English Typing Series

Number pad 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 keys.
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

Number pad practice

Number row practice

1. Write your family contacts numbers.

