

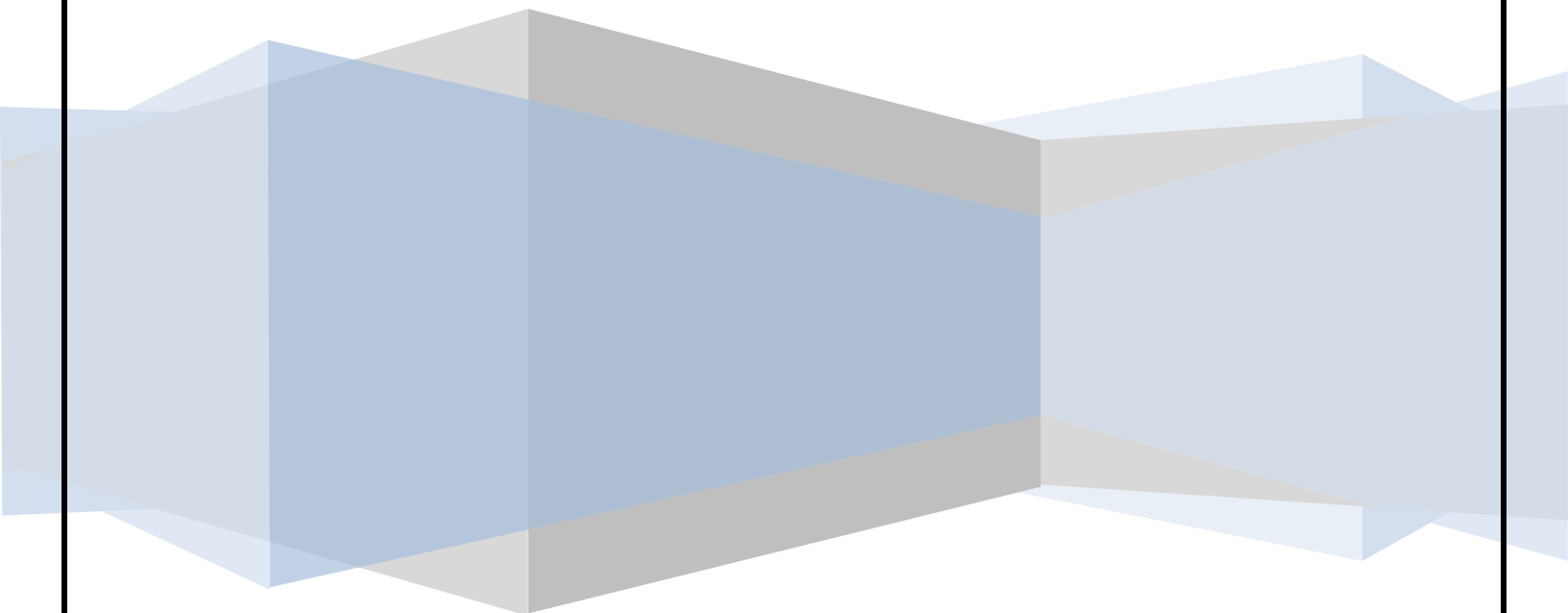


**TechNical SaaNd**  
**Building skills**

## **English Typing Series**

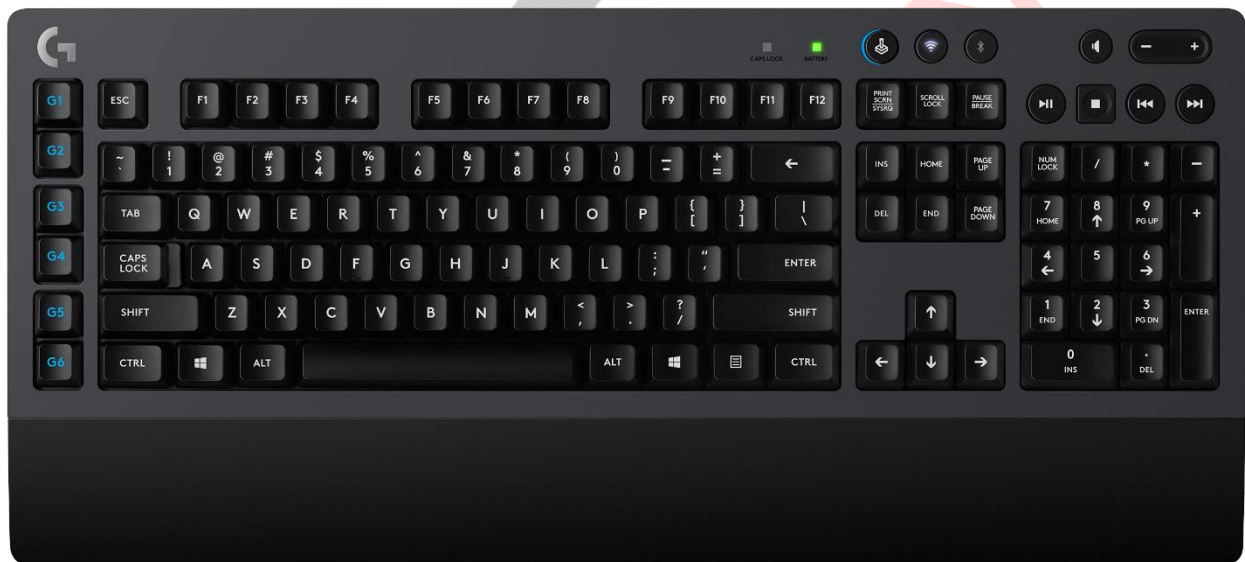
**Introduction and placing fingers**

**TechNical SaaNd**



# Keyboarding/ Typing

Key board is input device which is used to enter characters.  
It is **QWERTY** Keyboard.



# English Typing Series Introduction and placing fingers

## Keyboard Regions



Some important regions in keyboard:

1. Home (Middle Row) Row
2. Top Row
3. Bottom Row
4. Number Row
5. Number Pad

## English Typing Series Introduction and placing fingers

### Finger Names

1. Thumb
2. Index Finger
3. Middle Finger
4. Ring Finger
5. Pinky / Little Finger



# English Typing Series Introduction and placing fingers

## Placing Fingers

Always Place your figure in home rows and on following buttons:

### 1. Left hand fingers

- a. Little (Pinky) Finger → A
- b. Ring Finger → S
- c. Middle Finger → D
- d. Index Finger → F



### 2. Right hand fingers

- a. Little Finger → ;
- b. Ring Finger → L
- c. Middle Finger → K
- d. Index Finger → J
- e. Thumb → Spacebar

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. Generally, Our Every figure will be used in typing except Left Hand Thumb. Left Hand Thumb is not used in any of the typing either Hindi typing or English typing. (This also depends on right handy and left handy people).

3. While typing these letters keep speaking also.

4. While Typing eyes should be on screen, not on keyboard keys.

5. No mistakes, Slower is Faster. Focus on accuracy rather than speed.

6. Practice for 1-2 hours morning and 1-2 hours evening. 10-12 set of words.

## English Typing Series Introduction and placing fingers

### Home row letters practice

Type below sequence:

ASDF ;LKJ ASDF ;LKJ .....

