

IT For Humanity Touch Typing Lessons

Version 2

Touch Typing is the ability to type on a keyboard without looking at the keyboard. It is a very useful skill. It lets you type very fast, because you don't have to look back and forth between the keyboard and the paper you are copying. You can just look at the paper and type like a machine gun. You can even type with your eyes closed.

It can give you an office job as an encoder, or if you speak good English, you can even work as a call center agent. Almost all office work nowadays requires the use of computers, and good typing skills are the foundation for many of them.

When taking these lessons, make sure that you position your fingers correctly. The left pointing finger or forefinger must be on the letter F, and the right forefinger must be at the letter J. Always use the right fingers for the right keys. (See bottom of this page for finger assignment for each key.)

Included in this document is a paper keyboard. Take 3 staple wires, and tape them to the letters F and J, and the number 5 on the numeric keypad. That way, you will know if your fingers are "lost" and can find their way back without you having to look at the keyboard.

Relax and believe in your fingers. Do not be nervous. Believe that they know which key to press. This is very important.

Do not rest your wrists on the keyboard – raise them so you can move your hands slightly up and down the keyboard.

Practice a lot. Do not be lazy.

Rest when necessary, do not overwork. Typing for long periods of time can cause a painful disease of the wrist, called carpal tunnel syndrome.

Keyboard: Left hand:

Forefinger: F, G, R, T, V, B

Middle finger: D, E, C

Ring finger: S, W, X

Little finger: A, Q, Z

Thumb: space

Keyboard: Right hand:

Forefinger: J, H, U, Y, N, M

Middle finger: K, I, comma

Ring finger: L, O, .

Little finger: colon (:), quote ('), P, question mark (?)

Thumb: space

Numeric Keypad: Right hand:

Forefinger: 4, 7, 1

Middle finger: 5, 8, 2

Ring finger: 6, 9, 3, period

Thumb: 0





Lesson 1: ASDF

adsAa aAdas Adsad aAdfa Fdsds aFsSA asfaF aASaa Aaada AaFAd
FAdaa ADfaF aAaFAd FfasA aasSas FffSa Ssssa FFaDad SsAdSa Fs
aAass FsSaA daAda daAaF AdFAd aaADf aFaAa FAdFAd DadaA fFaAd
ddSAa aDSaf dsafs SsaSs dsads dFSSs DaFAA saAdFa aasSas Sds
sasda fadFa ASaaA aadaA aFAdF AdaaA DfaFa AaFAd FadaA aFAdF
AdaaA DfaFa AaFAd FadaA aFAdF AdaaA DfaFa AaFAd FADfa FaAaF
AdFAD faFaA aFAdF AdFAd FAdFAd FAdFAd FAdFAd FAdFa d
safda dsafd adsaf dadsa fdAAA daass aadssad dSDda Adads dda
sadas sfdds aaSss aadsas aaaafa aaasa aaafa aaaas aaasad As
Addas aaasds afsdad fadas adassf ddsaa Sssaad sasaa aafaaa
asaaa afaaa aasaa asdsad Adaaa afaaa asaaa afaaa aasaa aafa
aaasa aaafa aaaas aFaaa aaaaSa aaaaa aaafs afaaad aaaaa Ass
sasss aSadS sdssF asdfs ssaaa afsaa saads daafsa asaads daa
aasas aSaSs aSsasa fsaas aadsd aafsa asaads daasa saaaa aAss
sasaa sddaf sfsaa saads daafsa dsdaa fsaaa aaaads daafsa ds

Lesson 2: JKL:

IIKL IIIII IIIIL kLlkl IIkII LkIKL LLIJl IIIIL IILkl kIII
kIILk IIIJl IIILK ILIII IIIIL IIIII IIIIL kLlkl IIkII Lkl
IIkII LkIII kIILk IILkl ILkII IIIII IIIII IIIII IIIII
IIkII IIIII LIJk IIkI IIIII IIIIk IIIII IIIII IIIII IJl
IIII LkkII kIIJ IIkII IIIIk IkIIII IkIIk ILkIII IIIII Ik
IIKL IIIII IIIIL kLlkl IIkII LkIKL LLIJl IIIIL IILkl kIII
kIILk IIIJl IIILK ILIII IIIIL IIIII IIIIL kLlkl IIkII Lkl
IIkII LkIII kIILk IILkl ILkII IIIII IIIII IIIII IIIII
IIkII IIIII LIJk IIkI IIIII IIIIk IIIII IIIII IIIII IJl
IIII LkkII kIIJ IIkII IIIIk IkIIII IkIIk ILkIII IIIII Ik
IIKL IIIII IIIIL kLlkl IIkII LkIKL LLIJl IIIIL IILkl kIII
kIILk IIIJl IIILK ILIII IIIIL IIIII IIIIL kLlkl IIkII Lkl
IIkII LkIII kIILk IILkl ILkII IIIII IIIII IIIII IIIII
IIkII IIIII LIJk IIkI IIIII IIIIk IIIII IIIII IIIII IJl
IIII LkkII kIIJ IIkII IIIIk IkIIII IkIIk ILkIII IIIII Ik

Lesson 3: Home Row

Halhld hsAla HaAdK hasLAd hslald hghha Adfall IIFdhs dhsla
IIFlhs HShAas Ghfagh FhLgak ALlSa akAla Halhld akAla FAdFAd
hHaah AIDgf aghFh LgakA laFAd FfaKh hsALha aLLsSg lasFJfl Gg
fShall Shslss aFIFa DadSsg AdSaLg hFlsha AlasLs ghFsGg Sak
Aldak AldHal hldak AlaFAd FAdhHa ahAIDg faghF hLgak AlaFAd
FAdhDa dlal AJflFa Adhld IdlIsh AgaGa hhDKSaglg Lfdhs ahf
sSlghg slaShs ldsHal GdsGl IdFIS HghLSs DHaFl AAllhs aAldh
Faghll HaasS hashSds lshas ldall Ghfad ghFhLg akAlI SaakA la
Halhld akAla FAdFAd hHaah AIDgf aghFh LgakA laFAd FHalh ldak
AlaFAd FAdhHa ahAIDg faghF hLgak AlaFAd FHalh ldakA laFAd F
AdhHa ahAIDg faghF hLgak AlaFAd FhAIDg faghF hLgak AlaFAd F
hAIDg faghF hLgak AlaFAd FAdFAd FAdFAd FAdFAd FAdFAd FAdFAd
FAdFHal hldlsa fhldHal hldlsa fhldHal hldlsa fhldHal hldl
safhld AAIAh dahas gsllal alHld hshhsad gdSII hDdha gAdla
ldsld dasad askslf HddlsI aaShg hssaad sasha aalah hhghfa aa

Lesson 4: QWERT

eTeWr Tere rertw TtteT eerter TTrrw ReTrTere eeTrT eeeTere
rtrrrw Terere WTetTere reErTe ettee eetter eeTeWr etetter
erreTe EtreRe Terere eereE rTeeetter erreWt TwWTere eTtte
etrtre rWeTr WeeeT Wetee errre WetEt trtTe teeTt weErrw eetter
Wreetter WreTe Wretetter erreTe EtreRe Terere eereE rTeeetter
erreTe reWeWere eeWRee eTeWr Weeeee WereTe WWeee treWT Ert
rtTtT eeTWr eeewWe etrrt eereert eererter reteWr WterTeter
WerTer eeTet TrTer wrtwre WeReet Terere ErTee tteeT eetter
eeTeWr etetter erreTe EtreRe Terere eereE rTeeetter erree
TeWre tetter erreTe EtreRe Terere eereE rTeeetter erree Te
Wretetter erreTe EtreRe Terere eereE rTeeetter erreTere re
eereE rTeeetter erreTere reere ErTee etter errer erere re
rerer erere reree tewrwe eetrr reete wrwee etrrre etewr wee
etrrre etewr weete rrrere teter etewt eretere wteeer eeete
ewetee wrEer tewew etwer erTtre teere wtTre rwere tttre teere

Lesson 5: YUIOP

oPIYou IoIlo iPouu ioool Youyy Youio oyliP Youou Oooyo IYou
ouoii ipPoI PoYou oiUPop yiIYou ouoii PoYou oIYou ooyoo ioI
oIOyo oyuii Iylii oOopii iIlyo ouoUoi oool PoYou oiUPop yi
IYouou oiiPo Youooi Iioyu oOili iIlyo piiou iuiyI ououl Pio
ioIyo ooyoo iOupii iIyIYou yooio oypPy iouio IoPoou yIYou ou
oiiP oPoIP oYouo iUPop yiIYou ouoii PoYou ooIPo Youoi uPop
yiIYou ouoii PoYou ooIPo Youoi uPopyi IYouou oiiPo YouoPop
yiIYou ouoii PoYou oPopyi IYouou oiiPo YouoYou oYouo YouoYou
oYouo YouoYou oYouo YouoYou oYouo oiiiio ouioi iioou ioiii o
ouioi iioou iYouo ooyoi ioool iYouo iYoui ooyoo yiyoo ooyoo
oyyli yoioip yoiiP iyyyou ooliyou ouyou yIoyu youoo Iiyoo ou
pYoyu iyuyou ooooy ouoiI oulyou yiooo youiy Iyopy YouuI iu
ilyou oiyyI iyoio ipyoi ipiyy youoo Iiyoo ouyou yIoyyou ool
iyooou pYoyu iyyoo ooipo Iouii youoI IYouo oliyou ouyou ylo
yyooou oliyou oupYou yiyyoo ooliyou ouyou yIoyyou ooliyou ou

Lesson 6: Top Row

eTeWor TerePe IYour ertlow TtItI oeTiPe oueuriter TToorow
IYouRey TryYou iTere oeeTo ryITi PeYou eeTere ourtOr orrow
Terere WyToet TereI Youre Eouor Teiie ittepe eetter PeeTe Wor
eItetter PeorYou oreTe Etire uReTere rePeope yiIYou reEou
orTeii eetter PeorYou oreIYou WtToow WyTere oeTtot ieoeI tro
ItOyre oroyu iilWe TryWe eeITi iWeot eerOr reWetop Eititrt
iiTeIt eeTtwy oeEou orUrowi oeetter Woreetter WoreTe Wore
Itetter PeorYou oreTe Etire uReTere rePeope yiIYou reEou or
Teiie etter PeorYou oreTe reWeWere oeieI WiRee oyueTe WorWe
Oeeiee IWiie ilreTe WyoWe eepri ieWou TiErt ruiyIt ouTou It
PiToee TiWor leeye oowWe ouyoi etOur pirit eerie Iyert IeeYou
reyroter reteWor Witoer Toeter Weryppy Tere Tetio TurTeir
worIto Powre WeouRey etTere IYoure Eouor Teiie ittepe Toeetter
PeeTe WoreIt etter PeorYou oreTe Etire uReTere rePeope yiI
Youre Eouor Teiie etter PeorYou oreTe WoreIt etter PeorYou

Lesson 7: Home and Top Rows

HealThe World Theres APlae IYour Heart AdIKow ThatIt IsLoe
AdThis Plaeould euhrighter ThaToorow AdIfYou Really Try
Youll FidTheres oeedTo ryIThis PlaeYoull FeelTheres oHurt
OrSorrow There AreWays ToGet There IfYou areEough ForThe Liig
akeALittle Spaeake Aetter PlaeHeal TheWorld akeIt Aetter
PlaeFor YouAd ForeAd TheEtire HuaRae There ArePeople Dyig
IfYou areEough ForThe Liigake Aetter PlaeFor YouAd ForeIf
YouWat ToKow WhyTheres ALoeThat aotLie Loels Strog ItOly ares
ForJoyful GiigIf WeTry WeShall SeeIThis lissWe aotFeel Fear
OrDread WeStop Eistig AdStart LiigThe ItFeels ThatAlways
LoesEough ForUs Growig Soake Aetter World akeAetter World
HealThe World akeIt Aetter PlaeFor YouAd ForeAd TheEtire Hua
RaeThere ArePeople DyigIf Youare Eough ForThe Liigake Aetter
PlaeFor YouAd ForeAd TheDrea WeWere oeied IWill Reaal AJoyful
FaeAd TheWorld WeOeelieed IWill ShieAgai IGrae TheWhy DoWe

Lesson 10: Bottom Row

cnnnv ncCBMc Bnmnn NNCnc NCnvn McMBc... MBcnM nnmnc nCnvn M
BcnMn nvCnn vnnCvn nBCnn xnnvn nvnnM BMB... MBcnM nnmnc nCn
vnMBc nMnmCnvn nvennc Bvnnn ncnnn nCcnvn BCNvn MMBCN CNnnn
CCnvn McMBc... MBcnM nnmnc nCnvn MBcnM MBcnM nnmnc nCnvn MB
cnMMB cnMnn mncnC nvnMB cnMnC nvnMB cnMnC nvnMB cnMnM nMnMn
MnMnM nMnMn MnMnM vn,vcn vn,vcn vn,vcn vn,vcn Nnnnm ncbnm nv
bmnmv nvmcv nmvmn nmnnn mmBnn mnmBn nn,n, nncnm cmnnm mcnb
bBnnn vcnbn vnmvmn nmnnn mmnnm nmnnn cmnnn nnbbn nmmnn mnmn
nmnnn mnmnn... Nnnnn nnnnn nNn,N ncmnmnn, nvnnN n,nnn mnnN
nbnnN nbnnmN Nncnm cnvcm ncnnm nmnnm nnnmb ,,mmn n,,, ,mmn
n,mcn cncv nmcn, ,,mmn n,,m, ,,mmn n,mvn vnnemnn cbnbcn cm
mn,,, mmmn, ,m,,, m,m,, ccccc cm,,, mm,mm ,m,vn ,,
cnnnv ncCBMc Bnmnn NNCnc NCnvn McMBc... MBcnM nnmnc nCnvn M
BcnMn nvCnn vnnCvn nBCnn xnnvn nvnnM BMB... MBcnM nnmnc nCn
vnMBc nMnmCnvn nvennc Bvnnn ncnnn nCcnvn BCNvn MMBCN CNnnn

Lesson 11: Complete Keyboard

Heal The World Theres A Place In Your Heart And I Know That It Is
Love And This Place Could Be Much Brighter Than Tomorrow And
If You Really Try Youll Find Theres No Need To Cry In This Place
Youll Feel Theres No Hurt Or Sorrow There Are Ways To Get There
If You Care Enough For The Living Make A Little Space Make A Better
Place... Heal The World Make It A Better Place For You And For
Me And The Entire Human Race There Are People Dying If You Care
Enough For The Living Make A Better Place For You And For Me If
You Want To Know Why Theres A Love That Cannot Lie Love Is Strong
It Only Cares For Joyful Giving If We Try We Shall See In This Bliss
We Cannot Feel Fear Or Dread We Stop Existing And Start Living
Then It Feels That Always Loves Enough For Us Growing So Make
A Better World Make A Better World... Heal The World Make It A
Better Place For You And For Me And The Entire Human Race There
Are People Dying If You Care Enough For The Living Make A Better
Place For You And For Me And The Dream We Were Conceived In Will
Reveal A Joyful Face And The World We Once Believed In Will Shine
Again In Grace Then Why Do We Keep Strangling Life Wound This
Earth Crucify Its Soul Though Its Plain To See This World Is Heavenly
Be Gods Glow We Could Fly So High Let Our Spirits Never Die In My
Heart I Feel You Are All My Brothers Create A World With No Fear
Together Well Cry Happy Tears See The Nations Turn Their Swords
Into Plowshares We Could Really Get There If You Cared Enough
For The Living Make A Little Space To Make A Better Place... Heal
The World Make It A Better Place For You And For Me And The Entire
Human Race There Are People Dying If You Care Enough For The Living
Make A Better Place For You And For Me Heal The World Make It A Better
Place For You And For Me And The Entire Human Race There Are People
Dying If You Care Enough For The Living Make A Better Place For
You And For Me Heal The World Make It A Better Place For You And
For Me And The Entire Human Race There Are People Dying If You
Care Enough For The Living Make A Better Place For You And For
Me There Are People Dying If You Care Enough For The Living Make
A Better Place For You And For Me There Are People Dying If You
Care Enough For The Living Make A Better Place For You And For
Me You And For Me You And For Me You And For Me You And For Me You And
For Me You And For Me You And For Me You And For Me You And For Me You
And For Me You And For Me Heal the world we live in, save it for our
children Heal the world we live in, save it for our children Heal
the world we live in, save it for our children Heal the world we
live in, save it for our children

Lesson 12: Keypad: Numbers 4, 5, 6

54465 44655 54565 55555 56656
54546 65654 56564 46646 65555
46545 44466 45655 56466 54544
54555 54445 46555 56545 66446
54564 66644 45554 55566 65646

Lesson 13: Keypad: Numbers 7, 8, 9

89989 87897 99999 89887 78878
79797 88898 78978 79888 77979
98788 88988 89787 87799 97889
88789 99987 87977 77997 78788
99898 78778 88799 78898 98998

Lesson 14: Keypad: Numbers 1, 2, 3

23121 32223 12232 12323 13111
13311 31113 13233 12313 23313
32222 12232 21132 11123 33123
13111 11132 13131 11232 22212
33221 31233 21233 13121 13222

Lesson 15: Keypad: All numbers

36445 20954 43177 14018 49152
36162 30104 52606 66653 92884
39204 50231 45814 65049 52193
29839 63629 11954 19078 32640
07781 31483 10569 74581 10255
60060 92027 35318 42478 14212
53357 69721 91798 57848 01718
38996 55549 99233 36897 15672
42393 34077 44207 53715 92980
63643 98513 28873 80740 74160