



Keyboarding Lesson 11

New Keys: b and y

Lesson Reminders:

- Reach up without moving hands away from you.
- Reach down without moving hands toward your body.
- Use quick-snap keystrokes.
- Let Word Wrap go to the next line for you on long sentences.
- Put your name, period, assignment, and date on every assignment.
- Save often!

11A: Conditioning Practice

Key each line as shown below:

jh cd ol gf nj ik tf uj rf .l ed ws un ct hj .u wc; jh cd ol gf nj ik tf uj rf .l ed ws un ct hj .u wc;

cone dock noon cost dine card torn cart need clean; cone dock noon cost dine card torn cart need clean

Will sells jade rings; John got one for good luck. Will sells jade rings; John got one for good luck.

Key the exercise again at a faster pace.

jh cd ol gf nj ik tf uj rf .l ed ws un ct hj .u wc; jh cd ol gf nj ik tf uj rf .l ed ws un ct hj .u wc;

cone dock noon cost dine card torn cart need clean; cone dock noon cost dine card torn cart need clean

Will sells jade rings; John got one for good luck. Will sells jade rings; John got one for good luck.

11B: Return/Enter Key

Key each line once SS; at the end of each line quickly depress the Return/Enter key and immediately start the new line.

Dan took the car to town. Anna had to take the old road.
Anne could see that she needed gas. Karen will ask her dad to get the fruit.
Joe is in town for a week to work on the car. Janet has an old gold ring that she wants to sell.

Repeat this exercise.

Dan took the car to town. Anna had to take the old road.
Anne could see that she needed gas. Karen will ask her dad to get the fruit.
Joe is in town for a week to work on the car. Janet has an old gold ring that she wants to sell.

11C: New Keys: b and y

Key each line as shown below SS

f b fb fb bib bib but but bed bed big big bus bus; f b fb fb bib bib but but bed bed big big bus bus;
bfb bfb blue blue oboe oboe book book bluff bluff; bfb bfb blue blue oboe oboe book book bluff
bluff;

a bunt; big bus; brown brick; a big cab; blue bib; a bunt; big bus; brown brick; a big cab; blue
bib;

j y jy jy jay jay yes yes yet yet eye eye dye dyes; j y jy jy jay jay yes yes yet yet eye eye dye dyes
y jy yjy yard yard gray gray yoga yoga nylon nylons; yjy yjy yard yard gray gray yoga yoga
nylon nylons

say yes; toy key; try to cry; aye not eye; any fly; say yes; toy key; try to cry; aye not eye; any fly;
bay bay buy buy boys boys byte byte beyond beyond; bay bay buy buy boys boys byte byte
beyond beyond;

baby blue eyes; try to buy; by the boys; buy toys; baby blue eyes; try to buy; by the boys; buy
toys;

The boy went by bus to the store to buy a big toy. The boy went by bus to the store to buy a big
toy.

Re-key the exercise again.

f b fb fb bib bib but but bed bed big big bus bus; f b fb fb bib bib but but bed bed big big bus bus;
bfb bfb blue blue oboe oboe book book bluff bluff; bfb bfb blue blue oboe oboe book book bluff
bluff;

a bunt; big bus; brown brick; a big cab; blue bib; a bunt; big bus; brown brick; a big cab; blue
bib;

j y jy jy jay jay yes yes yet yet eye eye dye dyes; j y jy jy jay jay yes yes yet yet eye eye dye dyes
y jy yjy yard yard gray gray yoga yoga nylon nylons; yjy yjy yard yard gray gray yoga yoga
nylon nylons

say yes; toy key; try to cry; aye not eye; any fly; say yes; toy key; try to cry; aye not eye; any fly;
bay bay buy buy boys boys byte byte beyond beyond; bay bay buy buy boys boys byte byte
beyond beyond;

baby blue eyes; try to buy; by the boys; buy toys; baby blue eyes; try to buy; by the boys; buy
toys;

The boy went by bus to the store to buy a big toy. The boy went by bus to the store to buy a big
toy.

11D: Space Bar

Key each line as shown.

Bo will take a bus to the lake; I will take a car. Sara can buy the car when we get back to the city. Luke and I took the train to the city for the day. Gary said he would be back after he gets the card.

Bo will take a bus to the lake; I will take a car. Sara can buy the car when we get back to the city. Luke and I took the train to the city for the day. Gary said he would be back after he gets the card.

11E: New-key Mastery

Key the lines as shown below; DS between paragraphs.

Hjh uju cdc .l. njn gfg olo tft iki ede hjh rfr gh; who buy you here that noon gone their clock stock.

not now; who could; need to; nice car; yank it; boy can; Cody wants to buy this baby cub for the young boy.

we bat the and can all ask jet her get add for you; join kind last bake cold glue heat were yarn first

good deal; take care; you can; ask for it; you can see; hear her; to enjoy; and such; kind of; best bet; who is;

Becky has auburn hair and wide eyes of light jade. Juan left Bobby at the dog show near our ice rink.

Key the lines again at a faster pace.

Hjh uju cdc .l. njn gfg olo tft iki ede hjh rfr gh; who buy you here that noon gone their clock stock.

not now; who could; need to; nice car; yank it; boy can; Cody wants to buy this baby cub for the young boy.

we bat the and can all ask jet her get add for you; join kind last bake cold glue heat were yarn first

good deal; take care; you can; ask for it; you can see; hear her; to enjoy; and such; kind of; best bet; who is;

Becky has auburn hair and wide eyes of light jade. Juan left Bobby at the dog show near our ice rink.