



Keyboarding Lesson 12:

Review

Technique Goals:

- Reduce the pause between words.
- Reduce the time taken to shift, strike the key, release when making capital letters.
- Curved fingers
- Quiet hands and arms
- Quick spacing... No pause between words
- Finger reaches done smoothly
- **Speed (Gross Words a Minute) should be no less than 15 at this point.**

12A: Conditioning Practice

Key each line as shown below.

be he by hi so did got red too was buy ice not ace
be he by hi so did got red too was buy ice not ace

by buy yet bay say boy big toy eyes baby year book
by buy yet bay say boy big toy eyes baby year book

Jo and Ken went to Chicago to see the Sears Tower. Jo and Ken went to Chicago to see the
Sears Tower.

Key the exercise at a faster pace.

be he by hi so did got red too was buy ice not ace
be he by hi so did got red too was buy ice not ace

by buy yet bay say boy big toy eyes baby year book
by buy yet bay say boy big toy eyes baby year book

Jo and Ken went to Chicago to see the Sears Tower. Jo and Ken went to Chicago to see the
Sears Tower.

12B: Space Bar and Shift Keys

Key each line as shown below.

of are jar cat not but was had get the yes cut ice; of are jar cat not but was had get the yes cut ice
nice back were true stay took deaf gone jail right; nice back were true stay took deaf gone jail
right

to the; all of us; to be able; she will not; all of it; to the; all of us; to be able; she will not; all of it;

is in the; was able to; see the; when did you; he can; is in the; was able to; see the; when did you;
he can;

K. C. Jones was in Chicago on Friday and Saturday. K. C. Jones was in Chicago on Friday and
Saturday.

The New York Yankees will be in Chicago on Friday. The New York Yankees will be in
Chicago on Friday.

Dick was in France and Italy during June and July. Dick was in France and Italy during June and
July.

Dr. Ruth Chen and Dr. Louis Lane will go to Italy. Dr. Ruth Chen and Dr. Louis Lane will go to
Italy.

Re-key the exercise at a faster pace.

of are jar cat not but was had get the yes cut ice; of are jar cat not but was had get the yes cut ice
nice back were true stay took deaf gone jail right; nice back were true stay took deaf gone jail
right

to the; all of us; to be able; she will not; all of it; to the; all of us; to be able; she will not; all of it;

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July.

Dr. Ruth Chen and Dr. Louis Lane will go to Italy. Dr. Ruth Chen and Dr. Louis Lane will go to
Italy.

12C: Speed Building

Key each line as shown below.

is had ask and the are you not can did all was got; band were hurt just kind lost near bulk yard
could

bank fact loan right again after daily labor funds; is it here; to see; if you can; he is able; to call
us;

get to take; it will be; too far to; go to the; if she; near the lake; could be the; she is not; they are
too;

Judy has to clean the eight fans before Wednesday. Jane was right when she said it takes eight
hours. Jo was to buy the dress last week before she left.

Re-key the exercise at a faster pace.

is had ask and the are you not can did all was got; band were hurt just kind lost near bulk yard
could

bank fact loan right again after daily labor funds; is it here; to see; if you can; he is able; to call
us;

get to take; it will be; too far to; go to the; if she; near the lake; could be the; she is not; they are
too;

Judy has to clean the eight fans before Wednesday. Jane was right when she said it takes eight
hours. Jo was to buy the dress last week before she left.

12D: Speed Check

Key each line once SS as shown below.

When you are finished save this document and open a new document in Open Screen. Go to
timer and set it for 3 minutes. Key this exercise as many times as you can in 3 minutes and save
that document as Lesson 12D Speed Check.

Dick had to go.

Jo will be here too.

It took two hours to fly.

Karl can buy the glue for her.

Nancy took a train to North Dakota.

George said there would be eight guests.

Ellen can ride her bike to school on Tuesday.

Justin should already be here when Lana gets here.

Lesson 12 Enrichment

Key each line twice SS; DS between 2-line groups.

Jason can take both algebra, science, and history this fall. Try to get the teacher to let you out early today.

Jeffrey can buy tickets for us when he is in town. The bank will close just before you can get there.

Thank you for trying to do so well in this course. Rob saw the bird on the lake by the big boat dock.

June had left for the club just as the news ended. Bro led a task force whose goal was to lower cost.

Lyn knew the surf was too rough for kids to enjoy. Ceil hikes each day on the side roads near school.

Re-key the drill for better control of reach-strokes.

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