



Keyboarding Lesson 14:

New Keys: p and v

14A: Conditioning Practice

Key each line as shown below.

no ace cat him oil raw ill wax far dew ink act bed; to go to; if it is; to the; of all the; you can; did go; Max Boggs will ask us to join him for lunch today.

no ace cat him oil raw ill wax far dew ink act bed; to go to; if it is; to the; of all the; you can; did go; Max Boggs will ask us to join him for lunch today.

no ace cat him oil raw ill wax far dew ink act bed; to go to; if it is; to the; of all the; you can; did go; Max Boggs will ask us to join him for lunch today.

14B: New Keys: p and v

Key each line as shown below.

; p ;p ;p pay pay pen pen pet pet put put pat pat; park park push push open open pink pink loop loops

a pony; to pay; keep it up; apt to plan; play pool; f v fv fv very very view view five five gave gave;

vote vote move move even even oven oven cove cove; go vote; five beehives; over the drive; have voted;

over pave very play view plus vote kept post valve; vote for; a review; to revolve; a view; have fives; Vivian planned to have the van pick us up at five.

Re-key the lines again at a faster pace.

; p ;p ;p pay pay pen pen pet pet put put pat pat; park park push push open open pink pink loop loops

a pony; to pay; keep it up; apt to plan; play pool; f v fv fv very very view view five five gave gave;

vote vote move move even even oven oven cove cove; go vote; five beehives; over the drive; have voted;

over pave very play view plus vote kept post valve; vote for; a review; to revolve; a view; have fives; Vivian planned to have the van pick us up at five.

14C: New-Key Mastery

Key the lines below as shown.

jm de lo fb ki ft lo dc jh sx jy fv fg jn sw fr ju; Loan cart oxen very barn nice mere club word
yarn;

vote best crop mice open bike trim poor tune moon; motor truck never prune crumb notion
mother number

word need vase exit wash plan save face dirt shirt; nurse heard known exist first grinds rights
lavish

if we can; keep calm; for our; of his; to do the; to us; for sure; so much; if you did; the exit; to
keep; if we;

Kevin does a top job on your flax farm with Craig. Dixon flew blue jets eight times over a city
park.

Key the lines again at a faster pace.

jm de lo fb ki ft lo dc jh sx jy fv fg jn sw fr ju; Loan cart oxen very barn nice mere club word
yarn;

vote best crop mice open bike trim poor tune moon; motor truck never prune crumb notion
mother number

word need vase exit wash plan save face dirt shirt; nurse heard known exist first grinds rights
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if we can; keep calm; for our; of his; to do the; to us; for sure; so much; if you did; the exit; to
keep; if we;

Kevin does a top job on your flax farm with Craig. Dixon flew blue jets eight times over a city
park.

14D: Shift and Enter Keys

Keep your eyes on the copy as you shift and as you strike the Return/Enter key. Fingers upright. Hands/arms steady. Key the lines as shown below.

Mary took Tom and Kari to the seashore to watch the surfers.

Tom said he may be able to get the job done before he left on Tuesday.

Jane thinks you should take the day off to go to St. Paul to see the Twins play.

Kate is sure you will be able to finish this job prior to starting the next one in August.

Re-key the assignment using word wrap as quickly as possible.

Mary took Tom and Kari to the seashore to watch the surfers. Mary took Tom and Kari to the seashore to watch the surfers.

Tom said he may be able to get the job done before he left on Tuesday. Tom said he may be able to get the job done before he left on Tuesday.

Jane thinks you should take the day off to go to St. Paul to see the Twins play. Jane thinks you should take the day off to go to St. Paul to see the Twins play.

Kate is sure you will be able to finish this job prior to starting the next one in August. Kate is sure you will be able to finish this job prior to starting the next one in August.

Enrichment

Key each line once at a steady, easy pace to master reach-strokes.

maps poem prom palm camp play make paid mind damp; Please pass the plums and apples to Mark and Mike. next back exam blue coax book oxen able taxi blunt; Bix used the box of mix to fix bread for six boys. very your have vast yarn vain yell verb yoke every; Harvey may have Vivian Cey follow you all the way.

Key each line again at a faster pace for speed.

maps poem prom palm camp play make paid mind damp; Please pass the plums and apples to Mark and Mike. next back exam blue coax book oxen able taxi blunt; Bix used the box of mix to fix bread for six boys. very your have vast yarn vain yell verb yoke every; Harvey may have Vivian Cey follow you all the way.