



Keyboarding Lesson 2:

New Keys: h and e

Lesson Reminders:

At the top of your document, put your name, period, and date.

Indicate which lesson you are doing at the beginning of each section.

2A: Get Ready to Key

- At the beginning of each practice session, follow the Standard Plan given below to get ready to key the lesson.
- Standard Plan for Getting Ready to Key
 - Arrange your work area like you learned in Lesson 1.
 - Start your word processing software (Open Screen).
 - Align the keyboard with the front of your desk/table.
 - Position the monitor for easy reading.

2B: Standard Plan for Learning New Keys

- All keys except the home keys (fdsa jkl;) require the fingers to reach in order to strike them. Follow the Standard Plan given below in learning the proper reach for each new key.
- Standard Plan for Learning New Keys
 - Find the new key on the keyboard chart at the front of the room.
 - Look at your own keyboard and find the new key on it.
 - Identify the finger that will be used to strike the new key.
 - Curve your fingers; place them in the home-key position (fdsa jkl;).
 - Watch your finger as you reach it to the new key and back to home position a few times (keep it curved).
 - Practice the reach technique several times.

2C: Home-key Review

Key each line single-spaced (SS) as shown; once slowly, double space (DS) between 2-line groups.

ll ff ss jj aa kk ;; dd jj ss ll kk a add ;; ff aa
ll ff ss jj aa kk ;; dd jj ss ll kk a add ;; ff aa

lf lf fs fs sj sj ja ja ak ak k; k; ;d ;d dj dj js
lf lf fs fs sj sj ja ja ak ak k; k; ;d ;d dj dj js

js sl sl lk lk ka ka ad ad d; d; ;f ;f fa fa al al
js sl sl lk lk ka ka ad ad d; d; ;f ;f fa fa al al

a as ad lad fad ask jak dad sad add fall lass flak
a as ad lad fad ask jak dad sad add fall lass flak

ask dad; all fall ads; ask a lass; a sad lad asks;
ask dad; all fall ads; ask a lass; a sad lad asks;

as a fad; a sad lass; ask a lad; a fall; a dad ask;
as a fad; a sad lass; ask a lad; a fall; a dad ask;

Now retype the lines below at a faster pace;

ll ff ss jj aa kk ;; dd jj ss ll kk a add ;; ff aa
ll ff ss jj aa kk ;; dd jj ss ll kk a add ;; ff aa

lf lf fs fs sj sj ja ja ak ak k; k; ;d ;d dj dj js
lf lf fs fs sj sj ja ja ak ak k; k; ;d ;d dj dj js

js sl sl lk lk ka ka ad ad d; d; ;f ;f fa fa al al
js sl sl lk lk ka ka ad ad d; d; ;f ;f fa fa al al

a as ad lad fad ask jak dad sad add fall lass flak
a as ad lad fad ask jak dad sad add fall lass flak

ask dad; all fall ads; ask a lass; a sad lad asks;
ask dad; all fall ads; ask a lass; a sad lad asks;

as a fad; a sad lass; ask a lad; a fall; a dad ask;
as a fad; a sad lass; ask a lad; a fall; a dad ask;

2D: Close Command

Learn to close a document.

- To close a document
 - Click File on the Menu Bar.
 - Click Close.
 - If the document has been saved and additional changes have been made or if the document has not been saved, a Caution dialog box appears.
 - Click Yes to save your document.
 - If you click No then your document will not be saved and the window will close.
- Practice what you have learned
 - Close Lesson 2
 - Save changes if prompted to do so.

2E: Open Command

Learn to Open a document.

- To Open a Document:
 - Click File on the Menu Bar.
 - Click Open.
 - The open dialog box appears.
 - Click a filename that was previously saved.
 - It will appear in the File Name box.
 - Click Open
- Practice What You Have Learned:
 - Open Lesson #1.
 - Close the document.
 - Open Lesson #2 and leave the document open to continue the lesson.

2F: New Keys: h and e

Use the Standard Plan for Learning New Keys for each key to be learned. Study the plan now.
Key each line as shown SS; leave a DS between 2-line groups.

j h hj hj jh jh had had has has ash ash half half;
j h hj hj jh jh had had has has ash ash half half;

jh jh ha ha had had hash hash hall hall dash dash;
jh jh ha ha had had hash hash hall hall dash dash;

ha ha; had a; has had; has half a; has had a flash;
ha ha; had a; has had; has half a; has had a flash;

d e de de ed ed el el led led; eel eel; ease ease;
d e de de ed ed el el led led; eel eel; ease ease;

lake lake ease ease leaf leaf keel keel feed feed;
lake lake ease ease leaf leaf keel keel feed feed;

a desk sale; see a sale; feel safe; a deed; a jade;
a desk sale; see a sale; feel safe; a deed; a jade;

he he she she shed shed held held heal heal shelf;
he he she she shed shed held held heal heal shelf;

a shelf; has a jade; has a sash; had ashes; he has
a shelf; has a jade; has a sash; had ashes; he has

she has a shelf; held a sale; has a shed; he held;
she has a shelf; held a sale; has a shed; he held;

2G: New-key Mastery

Key the lines once as shown SS with a DS between 2-line groups.
Make sure you save at the end of each lesson.

has has all all jak jak ask ask lad lad fall falls
a sad dad asks; as a jak; ask a lad; all fall ads;

he he has has see see she she held held heed heed;
she held half; a jade desk; he has a jak; he feels;

asks asks leaf leaf jell jell keel keel held held;
she has half; he held a shelf; a jade sale; he has

she held a sash; a flash; a jade keel; she dashed;
a fall sale; a shelf; he has a sled; he asks a lad;

Key the lines again as shown below with quick, sharp strokes at a faster pace.

has has all all jak jak ask ask lad lad fall falls
a sad dad asks; as a jak; ask a lad; all fall ads;

he he has has see see she she held held heed heed;
she held half; a jade desk; he has a jak; he feels;

asks asks leaf leaf jell jell keel keel held held;
she has half; he held a shelf; a jade sale; he has

she held a sash; a flash; a jade keel; she dashed;
a fall sale; a shelf; he has a sled; he asks a lad;