



Keyboarding Lesson 9:

New Keys u and c

Lesson Reminders:

- Sit up straight; feet flat on the floor.
- Fingers on the home-row keys.
- Wrists off the table and keyboard pulled forward.
- Try to resist the urge to look at your fingers. It will improve your memorization of the keys and your speed.
- Put your name at the top of your document along with the date, period, and assignment.
- Save your work often.

9A: Conditioning Practice

Key each line as shown below SS.

DS between 2-line groups.

jh ft jn fg ki l. de lo fr hj tf nj gf ik .l ed ol; jh ft jn fg ki l. de lo fr hj tf nj gf ik .l ed ol
jh ft jn fg ki l. de lo fr hj tf nj gf ik .l ed ol; jh ft jn fg ki l. de lo fr hj tf nj gf ik .l ed ol

if so do it as he no go an in ask jar lot are take; if so do it as he no go an in ask jar lot are take
if so do it as he no go an in ask jar lot are take; if so do it as he no go an in ask jar lot are take

Jen and Olga are here; Nate and Kris are not here.
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9B: New Keys: u and c

Key each line SS as shown below. DS between 2-line groups.

j u ju ju uj; uj; use use due due out out due dues; j u ju ju uj; uj; use use due due out out due dues
jug jug sue sue our our fun fun gun gun huge huge; jug jug sue sue our our fun fun gun gun huge

use a jug; just us; the fur rug; use it; use it; our house; use a jug; just us; the fur rug; use it; house;
d c dc dc cat cat can can ace ace ice ice car cars; d c dc dc cat cat can an ace ace ice ice car cars;

calf dock cash calf cell call rock lock sack knock calf dock cash calf cell ell rock lock sack knock
tic toc; a clock; check the lock; car race; cash a; tic toc; a clock; check the lock; car race; cash a;

luck luck truck truck cute cute count count cousin luck truck truck cute cute count count cousin
cars or trucks; count on luck; cute as a ; a church; cars or trucks; count on luck; as a ; a church;

no luck; a fur coat; cut the cake; cut a check for; no luck; a fur coat; cut the cake; cut a check or;
no luck; a fur coat; cut the cake; cut a check for; no luck; a fur coat; cut the cake; cut a check or;

9C: New-key Mastery

Key the lines once SS. DS between 2 line groups.

not toe out can cute other curse there truth count
Nate ate lunch; near the dock; take a hike; to use;

Jack is at Lake Osage; Kenneth is near Otter Lake.
Hank took Ohio. Jen took Idaho. Jet took Oregon.

is ago fun then hand here this kind just dock luck
and are golf sand half like rush local juice shelf

to do the; it is due; to see the; for us to do; all of;
just in case; can see; cut the; is in the; she is sure;

Keith does not like to hit golf shots out of sand.
Jack likes to run on the lakefront; Jean does not.

Key all of the lines again at a faster pace.

not toe out can cute other curse there truth count
Nate ate lunch; near the dock; take a hike; to use;

Jack is at Lake Osage; Kenneth is near Otter Lake.
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Keith does not like to hit golf shots out of sand.
Jack likes to run on the lakefront; Jean does not.

9D: Space Bar and Left Shift

Key the lines once SS. DS between 3-line groups. Keep hand movement to a minimum.

Kate said to go to the lake to see her four ducks.
He had to talk to the girl after he took the test.
Len likes to go to the hut to take care of a calf.

Hank took the desk to the cottage on Lake Ontario.
Janet said Kansas; Jessica and Jason said Indiana.
Ohio and Indiana; Oregon and Idaho. Utah and Idaho.

Repeat the exercise again.

Kate said to go to the lake to see her four ducks.
He had to talk to the girl after he took the test.
Len likes to go to the hut to take care of a calf.

Hank took the desk to the cottage on Lake Ontario.
Janet said Kansas; Jessica and Jason said Indiana.
Ohio and Indiana; Oregon and Idaho. Utah and Idaho.

Lesson 9: Enrichment

Key each line once SS. DS between 2-line groups.

luck juice touch cluck suck du justice inoculate; Jung can use four cans. June cut her curls short.
sing sang song; ring rang rung; going doing; Nate thinks Nick and Nagai can sing the long song.

I took eight friends to the cottage near the lake. Jan said to turn left on the road; I turned right.
He said to go through Utah and Idaho to get there. Joe had no luck in finding the house; he got lost.

Key the lines again at a faster pace.

luck juice touch cluck suck du justice inoculate; Jung can use four cans. June cut her curls short.
sing sang song; ring rang rung; going doing; Nate thinks Nick and Nagai can sing the long song.

I took eight friends to the cottage near the lake. Jan said to turn left on the road; I turned right.
He said to go through Utah and Idaho to get there. Joe had no luck in finding the house; he got lost.