Last Name:		Letter Grade:	Number Grade:
First Name:			
Course:	Section:	Time to Complete LAB	Instructor Comment:
Date Assigned:		Assignment:	
Due Date:			

UNIT 1 LESSON 1

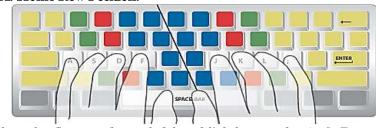
NEW KEYS

Goals

Type by touch the home row keys - A, S, D, F, J, K, L, and :. Touch-type the Space Bar, Enter, and Backspace keys. Type at least 10wpm/1/3e.



1A. Home-Row Position:



Place the fingers of your left hand lightly over the A, S, D, and F keys and the fingers of your right hand lightly over the J, K, L, and; keys, as shown in the illustration below.

1B. The SPACE BAR and keys.

The space bar is located beneath the letter keys and is used to space between words and after punctuation marks.

Tap the Space Bar with a downward and inward motion of the right thumb.

The Enter key moves the insertion point to the beginning of a new line. Reach to the Enter key with the little finger of the right hand.

1C. Practice the Home Row Keys

- 1. asdf jkl; asdf jkl; asdf jkl; 4
 2. asdf jkl; asdf jkl; asdf jkl; 4
 3. asdf jkl; asdf jkl; asdf jkl; 4
 4. asdf jkl; asdf jkl; asdf jkl; 4
 - df jkl; asdf jkl; ↓
 df jkl; asdf jkl; ↓



Virginia College AOM 1010 Keyboarding

