

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.

#### 1C. Practice the Home Row Keys

- asdf jkl; asdf jkl; asdf jkl; ↵
- asdf jkl; asdf jkl; asdf jkl; ↵↵
- asdf jkl; asdf jkl; asdf jkl; ↵
- asdf jkl; asdf jkl; asdf jkl; ↵

#### 1B. The 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.

#### 1D. The and keys.

- fff fff jjj jjj fff jjj fjf fjf fjf jfj fff fj jf
- fff fff jjj jjj fff jjj fjf fjf fjf jfj fff fj jf

1E. The  and  keys

7. ddd ddd kkk kkk ddd kkk dkd dkd kdk kdk ddd dk kd  
 8. ddd ddd kkk kkk ddd kkk dkd dkd kdk kdk ddd dk kd

1F. The  and  keys

9. sss lll sss lll sss lll sls sls lsl lsl sss sl ls  
 10. sss lll sss lll sss lll sls sls lsl lsl sss sl ls

1G. The  and  keys

11. as<d; dadk<s; sas<d; laf<d; jal<k; sal<d; lasd<s; 11. as<d; dadk<s; sas<d; laf<d; jal<k; sal<d; lasd<s;

1H. The  keys

## II. Word Building

12. a ad ads; l la las lass; f fa fad; s sa sal sala;  
 13. d da dad; f fa fal fall; l la lad; j ja jas jass;  
 14. s sa sad; f fl fla flak; a as ask; s sa sas sass;  
 15. a ad add; a al alf alfa; j ja jak; a al ala alas;