

Keyboarding Exercise

- Open up a Microsoft Word Document
- Start with your hands on the home keys. Try to complete as much of this exercise as you can without looking at the keyboard.
- Turn your caps lock key on
- Type THE KEY TO TOUCH TYPING
- Turn your caps lock off
- Press the Enter key on your numeric keypad using your right pinky
- Return your hand to the home keys without looking
- Type Top Ten Tips
- Press the Enter key
- In the Paragraph group in the ribbon, click on the Number Bullets command to start a numbered list. Click on the dialog launcher, reduce spacing to 6, change the line spacing to single, and uncheckmark the don't add space between paragraphs of the same style box. Click ok.
- Type the following 10 phrases:
 1. Always start with your hands on the home keys
 2. Always return your fingers to your home key position in between typing.
 3. The F key and the J key have raised dots or bars on them so that you can always locate the home row without looking at the keyboard.
 4. Type with your fingertips instead of with the flat of your fingers.
 5. Try to look at the screen and not the key as much as possible when practicing. If your fingers get lost, feel for the indentions on the F key and J Key to get reoriented.
 6. Accuracy should be priority when you first start typing. As you improve speed will come.
 7. Limit your hand and finger movement only to what is necessary to press a specific key. Keep your hands and fingers close to the base position. This improves typing speed and reduces stress on the hands.
 8. Pay attention to ring fingers and pinky fingers, since they are considerably underdeveloped.
 9. Always scan the text a word or two in advance.
 10. Take a break if you feel that you get distracted easily and are making a lot of mistakes. It is more productive to come back when you feel refreshed.

- Click on the Paragraph group dialog launcher, checkmark the don't add space between paragraphs of the same style box, reduce the spacing to 0.
- Press Enter three times.
- Type the following 5 phrases:

Being able to type by touch will over time increase your typing speed and accuracy dramatically because you won't have to switch your attention between the keyboard and screen.

Accuracy is just as important as speed because errors are mistakes. The time wasted making corrections from excessive errors far outweighs any advantage from typing the document faster. It is therefore more productive to correct errors with the backspace key immediately, rather than rushing through the typing exercise just to beat the clock.

The average typing speed is 40 wpm. Professional typists can range from 50 – 95 wpm or higher. Anything over 100 wpm is considered high typing speed. The minimum typing speed for a job may be lower or higher than the average depending on the requirements.

Studies show that people who type faster than average tend to practice 3 times longer than those who have average or below average wpm speeds. So again practice, practice, practice is the key.

Learning touch typing can be stressful both to the fingers as well as the mind in the beginning, As you get better the stress will reduce, but remember to keep wrists, hands, and forearms in line with each other, fingers return to rest on the home keys, keyboard should be lined up with the middle of your torso, sit up straight and raise chair if needed, and take breaks every now and then to stretch fingers, hands, and wrists.

Note: Amazon sells keyboard overlay stickers for \$14.95 but an alternative is to buy small color coding label dots in different colors and put those on your keys.

- Go to the Insert tab. In the Pages group click on blank page. Open the document Online Sites on the lessons page.
- Highlight the title and table and press Ctrl + C to copy (with pinky and middle finger).
- Click back to your document. Make sure your cursor is blinking at the top of the second page and press Ctrl + V (with pinky and index finger).
- Scroll to the top of the page. Highlight your title. Change the font size to 20. Make it bold by pressing Ctrl + B. Center it by pressing Ctrl + E. Underline it by pressing Ctrl + U.

Completed Exercise

THE KEY TO TOUCH TYPING

Top Ten Tips

1. Always start with your hands on the home keys
2. Always return your fingers to your home key position in between typing.
3. The F key and the J key have raised dots or bars on them so that you can always locate the home row without looking at the keyboard.
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Online sites

URL	Lessons	Games	Speed test	Login	W/O Login	Notes
10-fast-fingers.com	✗	✗	✓	✗	✓	
alfatyping.com	✓	✓	✓	✓	✗	
alison.com	✓	✗	✗	✗	✗	
abypintest.com	✓	✓	✓	✓	✓	
calcatraz.com	✗	✗	✓	✓	✓	
funtotype.com	✗	✓	✗	✗	✓	
how-to-type.com	✓	✗	✗	✗	✓	
kevbr.com	✓	✗	✗	✓	✓	
kevhero.com	✗	✓	✓	✓	✓	
lecture.com	✓	✗	✓	✗	✓	
playtypewriter.com	✗	✓	✓	✓	✓	
ratatype.com	✓	✗	✓	✓	✓	
software-giant.com	✓	✗	✗	✗	✓	
speedtypingonline.com	✓	✗	✓	✗	✓	
tip10.com	✓	✗	✗	✓	✗	
touchtyper.net	✓	✗	✗	✗	✓	
typeonline.co.uk	✓	✗	✓	✗	✓	
typing-lessons.org	✓	✗	✗	✗	✓	
typing.it	✓	✗	✓	✗	✓	
typingarena.com	✓	✓	✓	✓	✓	certifications
typingweb.com	✓	✓	✓	✓	✓	certifications