

Dear Parents:

Please have your children practice the home row keys on your home computer daily (if possible) in a typing program, or if a computer is not available, have them place their hands in the air as if using a keyboard. They should not worry about errors. Becoming familiar with the keys and using the correct fingers is what is important. They will be tested next week on the keys and finger placement.

Left Hand:	a (pinkie)	Right Hand:	:: (pinkie)
	s (ring)		l (ring)
	d (middle)		k (middle)
	f (pointer)		j (pointer)

Space Bar:      Thumbs                      Enter Key: Right Pinkie

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### Drill #1

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

aaa sss ddd fff jjj kkk lll :::  
aaa sss ddd fff jjj kkk lll :::  
aaa sss ddd fff jjj kkk lll :::

:: ll kk jj ff dd ss aa  
:: ll kk jj ff dd ss aa  
:: ll kk jj ff dd ss aa

::: lll kkk jjj fff ddd sss aaa  
::: lll kkk jjj fff ddd sss aaa  
::: lll kkk jjj fff ddd sss aaa

## Home Row Practice: Drill 2

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Ad ad as as ask ask ad ad as as ask ask  
Ad ad as as ask ask ad ad as as ask ask

Add add fad fad jak jak sad sad fall fall jak jak  
Add add fad fad jak jak sad sad fall fall jak jak

Add fad; add fad; add jak; add jak; sad fall; sad fall;  
Add fad; add fad; add jak; add jak; sad fall; sad fall;

A a as as fad fad dad dad ;; ;; ja ja ka ka la la  
A a as as fad fad dad dad ;; ;; ja ja ka ka la la

Jas jas kas kas las las jas jas kas kas las las jas jas  
Jas jas kas kas las las jas jas kas kas las las jas jas

Jf kd ls ;a jf kd ls ;a jf kd ls ;a jf kd ls ;a  
Jf kd ls ;a jf kd ls ;a jf kd ls ;a jf kd ls ;a

## Home Row Practice: Drill 3

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Fall fall sad sad all all all sad falls; all sad falls;

Lad lad asks asks sass as kass kass

Lad asks sas kass; lad asks sas kass;

A a sad sad dad dad fall fall; a sad dad falls;

Dad dad sad sad kad kad lad lad

Dad dad; sad sad; kad kad; lad lad;

Lad; dad; sad; lass; lad; dad; sad; lass;

Fad fad; ads ads; all all; fad ads all lads;

Ask a lad; a fall ad; ask a dad;

As a lad; as a dad; as a sad lass;

## H and E: Drill 4

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jjj hhh jjj hhh jhj jhj jhj jhj aaa hhh aaa hhh ah ah ha ha  
jjj hhh jjj hhh jhj jhj jhj jhj aaa hhh aaa hhh ah ah ha ha

jhj hjh jhj hjh aha hah aha hah had had has as ash ash  
jhj hjh jhj hjh aha hah aha hah had had has as ash ash

ah ah ha ha; had had has ash; has had a hall; as had a hall;  
ah ah ha ha; had had has ash; has had a hall; as had a hall;

ddd eee ddd eee ded ded ded ded el el led led eel eel eke eke  
ddd eee ddd eee ded ded ded ded el el led led eel eel eke eke

ede ede ede ede lee lee lee lee fed fed fed fed eke eke eke eke  
ede ede ede ede lee lee lee lee fed fed fed fed eke eke eke eke

a lake; a lake; a leek; a leek; a jade; a jade; a desk a desk;  
a lake; a lake; a leek; a leek; a jade; a jade; a desk a desk;

## H and E: Drill 5

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he he led led; she she had had; she she fell fell;

he he led led; she she had had; she she fell fell;

he he she she shed shed heed heed held held he she shed heed held

he held a lash; she held a jade; he she held sash;

he has fled; he has a sale; she has a sale; he as ash;

a sash; had all; a fall jak; a lad sash;

a sash; had all; a fall jak; a lad sash;

a jade shelf; a jade desk shelf;; she had a shed;

## I and R: Drill 6

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k k k k ik ik ik ik is is is is if if if if did did did did  
k k k k ik ik ik ik is is is is if if if if did did did did

a kid; a lie; he did aide his lie; if a kid lied;  
a kid; a lie; he did aide his lie; if a kid lied;

fff rrr fff rrr fff rrr fff rrr frf frf frf frf rfr rfr rfr rfr  
fff rrr fff rrr fff rrr fff rrr frf frf frf frf rfr rfr rfr rfr

jar jar red red her her far far red jar her fare  
jar jar red red her her far far red jar her fare

rake rake lake lake lark lark jar jar hear hear her her  
rake rake lake lake lark lark jar jar hear hear her her

## I and R: Drill 7

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he is; she is; if her; if his; her aide; his aide;  
he is; she is; if her; if his; her aide; his aide;

shed shed; rake rake; hear hear; fare fare; lark lark;  
shed shed; rake rake; hear hear; fare fare; lark lark;

he if is ed as; she her hah red air;  
he if is ed as; she her hah red air;

if he is did fir jak all fall jak did he is if  
if he is did fir jak all fall jak did he is if

a red jak; he ask her; she ask her aide; if she fell;  
a red jak; he ask her; she ask her aide; if she fell;

she did; he did; he led her; she is her aide;  
she did; he did; he led her; she is her aide;

## O and T: Drill 8

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lll ooo lll ooo ooo lll ooo lll lol lol lol lol  
lll ooo lll ooo ooo lll ooo lll lol lol lol lol

ol ol ol ol of of of of or or or or for for for for

do so; do so; of old; of old; of oak of oak; of old red oak;

fff ttt fff ttt ttt fff ttt fff ftf ftf ftf ftf  
fff ttt fff ttt ttt fff ttt fff ftf ftf ftf ftf

it it it it at at at at tie tie tie tie the the the the fit fit fit fit

tf tf tf tf fit fit fit fit sit sit hit hit kit kit tie tie

too too toe toe hot hot lot lot too too toe toe hot hot lot lot

to rot; the lot; for this; dot it; for the lot;



## O and T: Drill 9

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too hot; odd fort; odd lot; jot a lot;

to rot; the lot; for this; dot it; for the lot;

sit kid jak kit old hit led is kid dot jak sit

he asked her to led the fled fit tie sit kit

it fit tie sit kit its fits hits kits lit hit tie it

a fit is kit sits it fits a dit a tie sits hits fits

ooo rrr ooo rrr or or or or for for for for ore ore ore ore

he rode; a rod; a door; a rose; a rod; a rod door; a rose door;

or it do to of odd too for she the too

if she asked a lad; the lad off to the lake;

N and G: Drill 10

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jjj nnn jjj nnn jjj nnn jjj nnn jnj jnj jnj jnj

nj nj nj nj jn jn jn jn an an an an and and and and

end end ant ant land land hand hand fan fan

fff ggg fff ggg fff ggg fff ggg fgf fgf fgf fgf

fg fg fg fg gf gf gf gf nj nj nj nj jn jn jn jn

he got; to the fog; he got to jog; he got to golf;

no nag ago gone long go on; a nag; no gain; long ago;

log in so soon; a fine sing; led a hand; no gain;

jjj nnn jjj nnn jjj nnn jjj nnn jnj jnj jnj jnj

nj nj nj nj jn jn jn jn an an an an and and and and

end end ant ant land land hand hand fan fan

fff ggg fff ggg fff ggg fff ggg fgf fgf fgf fgf

fg fg fg fg gf gf gf gf nj nj nj nj jn jn jn jn

he got; to the fog; he got to jog; he got to golf;

no nag ago gone long go on; a nag; no gain; long ago;

log in so soon; a fine sing; led a hand; no gain;

## N and G: Drill 11

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he got an old dog and she is gone;

she jogs in the fog;

she and he jog in the dense fog;

she and he go to golf in dense fog;

she and he golf a nine in the north area

he did it for her; he is to take the old jet;

he got an old dog and she is gone;

she jogs in the fog;

she and he jog in the dense fog;

she and he go to golf in dense fog;

she and he golf a nine in the north area

an an go go in in dig dig end end and and go go to to

he did it for her; he is to take the old jet;

## Left Shift and Period: Drill 12

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J J J J Ja Ja Ja Ja K K K K Ka Ka Ka Ka L L L L La La La La

Ha Ha Ha Ha Hal Hal Hal Hal Ja Ja Ja Ja Jan Jan Jan Jan

Kal did it; Hans is red; Jan at the fig;

I I I I Ia Ia Ia Ia Ian Ian Ian Ian

Ill ... Ill ... Ill ... Ill ... I.I I.I I.I I.I fl. Ed. Ft. hr. in.

I do too. Ian is not. Ola did it. Jan does this. Kent is gone.

Hal did it. I shall get on a train and do this.

J. L. Hanes skis on the lake. Larry also does it.

I said ft. is for feet and rd. is for road and fl. is for floor.

## Left Shift and Period: Drill 13

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Lt. John let L. K. take the old gong to the lake.

Larry asked the old store kid for a kit.

I like Ike and John.

Ike said to take the old road to get to the lake.

if so it is to do it do to is he go do if it is to so if

Lars sent the log to the ski lodge.

do is the got if the for the ask the end

O. J. lost one of the logs off the train.

Ja Ja Ka Ka La La Ia Ia Oa Oa Ja Ja Ka Ka La Ia Ia Oa Oa

## Review: Drill 14

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J. L. O. I. ik rf ol ed nj gf hj tf .l ft. i. e. e.g.

is or to a go is he and got the for led kit

I got the ski. Jan led Nan. Hal is gone.

hj hj hj hj jh jh jh jh ed ed ed ed de de de de she she led led

Heidi had a lead the end of the set one.

sir sir ire ire ore ore his his risk risk fire fire ride ride

Kate is at high risk if he rides the horse.

so if of too of hot old the toe so if of too of hot old toe

Nan took the list to the food store.

nj nj nj nj hj hj hj hj go go go go an an an an got got got got

Lane sings nine songs.

J. K. is going to Idaho to sing the songs.

Nan took the train at nine.

Janet asked to take the ski to the lake.

Karl and Janet said he left the lake at noon.

Jan needs the data sheet too.

I felt ill just as the ski lift started up the hill.

## Drill 15: U and C

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J. L. O. I. ik rf ol ed nj gf hj tf .l ft. i. e. e.g.

is or to a go is he and got the for led kit

I got the ski. Jan led Nan. Hal is gone.

hj hj hj hj jh jh jh jh ed ed ed ed de de de de she she led led

Heidi had a lead the end of the set one.

sir sir ire ire ore ore his his risk risk fire fire ride ride

Kate is at high risk if he rides the horse.

so if of too of hot old the toe so if of too of hot old toe

Nan took the list to the food store.

## Drill 16: W and Right Shift

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aaa ::: sss lll ddd kkk fff jjj he ir ot ng l. uc he ir ot ng l.

us us cut cut sue sue cot cot nut nut lug lug ice ice can can

Janet took the lead in the race for the record.

wow wow wow lows lows lows lows shows how shows how

cows cows now now row row own own tows tows

how is; so low; to sow; to own; row now; go now;

aaa A A A aaa A A A ccc C C C ccc C C C fff F F F ddd D D D

Dan Del Dennis Fran Frank Francis Sue Stan Scott

Rio Rip Run Willa Will Wanda Alan Ali Ariel Cat Chris Curtis

Will left the show which he won the award

Frank will go to Rio next fall.



## Drill 17: B and Y

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fff bbb fff bbb fff bbb fff bbb fib rib rob but big but bad fibs

bbb fff bbb fff bbb fff bbb fff bid bid bud bud rob rob lob lob

rib fib rub orb rob but bid a rib; to fib; it rubs; or rob; she bid;

JJJ YYY JJJ YYY JJJ YYY JJJ YYY JYJ JYJ JYJ JYJ JY JY JY JY YJ YJ YJ YJ

jay jay lay lay day day say say hay hay stay stay

yj yj yj yj jay jay eye eye dye dye yes yes yet yet

to say; jay eye; dye the eye; a dyed jay eye;

by and by; buy it; a byte; the boy, the buoy;

Jay and Janet went to the store to buy bread.

hhh eee iii rrr ooo ttt nnn ggg L J K ... uuu ccc www R F W bbb yyy

## Drill 18: Review

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he he it it rot rot now now go go us us wow wow by by

no in bow any cut ran bin cow deck any rain wow sub

See the baby cub that Cody went to buy.

Buy the big baby a sub sandwich.

for the hand such did cut now held furl eight ask now

to do

to buy

can go

for all

did ask her

to buy

bow wow if she

had to work

and such

for this

she held

the goal

The auburn hair flew in the light wind.

Bobby left the show and went to the city.

## Drill 19: M and X

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ow bf if rf us by ik tf ik nj nj yj ik tf hj cd uj gf by us

bet you but bit dye fib yes by bye boy buy dye yes yet

I can win the gold but I must set a higher goal.

jjj mmm jjj mmm jmj jmj jmj jmj am am am am me me me me

mj mj mj mj jm jm jm jm me me me me may may may may

yam yam yam yam men men men men jam jam jam jam

sss xxx sss xxx sss xxx sss xxx sxs sxs sxs sxs sxs sx sx sx

ox ox ox ox fox fox fox fox fix fix fix fix nix nix nix nix

a fox; an ox; nix it; fix it; hit an ax; by six; by fixing it'

me ox am ax jam ham hem men lax fox mix lox

to lax; fix it; mix it; six men to fix; six men to hex;

Mix a ham salad for six; Max can fix tea; Max can fix ham for six;

## Drill 20: P and V

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no cad him bet no in we my be on ad on my ax bet him

just is | of work | to sign | of lace | to flex | a form | sign it

He won a medal at the show for sixth.

::: ppp ::: ppp ::: ppp ::: ppp :p; :p; :p; :p; pen pen lap lap

pa pa pa pa pan pan pan pan nap nap nap nap paw paw paw paw

a pen and cap; pay then pick it up; plan to keep a promise;

fff vvv fff vvv fff vvv have have have have five five five five

vf vf vf vf vie vie vie vie van van van van view view view view

dive dive dive dive go via; vie for; has vim; a view; to live;

cup up vie pen van cap vim rap have keep plan live life

gave it up; pave it; save it; very apartment; give me a cup;

Vic plans to have the van pick us up at five or six.

## Drill 21: Q and Comma

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ask jam for own buy dig via fix all do dig

a map; an apt.; her plans; have five;

Sixty pints of jam will be sent to her.

aaa qqq aaa qqq aaa qqq aaa qqq qt. qt. qt. qt.

quad quad quad quad quit quit quit quit aqua aqua aqua aqua

quite quite quite quite squad squad squad squad

kkk ,, kkk ,, kkk ,, kkk ,, kit, kit, kit, kit, kite, kite, kite, kite

a kit, a kite, a bike, a hike, a kit, a kite, a bike, a hike

I see that Pam and Ike are here but Stan will be late.

Enter the words quote, quite, quo, aqua, and quit.

I think I will quit the squad along with Raquel.

We were quite quick to quit the movie.

## Drill 22: Z and Colon

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aaa zzz aaa zzz aaa zzz aaa zzz aza aza aza aza zap zap zap zap

zoo zoo zoo zoo zip zip zip zip zag zag zag zag oz. oz. oz. oz.

zoo zoo zoo zoo zip zip zip zip maze maze maze maze

eight oz. twelve oz. twenty oz. fifteen oz. nineteen oz.

::: ::: ::: ::: ::: ::: To: File: Shift: Reply to: Dear Alan:

Leave two spaces after typing a colon.

Zoe, Zen, Liza, Quigg, Paul, Olga, Ivan, Yoda

You must shift with the left hand to get the colon to work.

hazy quad quit zone quay zeal quote zap qt. zoo Zen Zelda

Joey amazed us all when he won the state math contest.

See the quick red fox jump over the lazy tan dog.

Give me the six big tips to help me with my history quiz.

## Drill 23: Final Review

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John won a diving trophy for six events at our state meet.

to busy | down town | by the city | with us

I have to go into town to sign a document with my mom.

Shift in opposition when keying capital letters at the beginning of names.

John, Jim, Larry, Ted, Janice, Steve, Paul, Tawna

apt six fix flex flax next harp rip open drop the pen

Lex and Lars are twin boys who like to fix apple pie for six friends

mime mime mime mime mama mama move move move move

vamp vamp vamp vamp dive dive dive dive five five five five

Glena made the dog work extra hard before putting him in the kennel.

Six of the firms had to pay a large fee to the state.

qa qa qa qa aq aq aq aq ki ki ki ki ik ik ik ik qt. qt. qt. qt

Key the following: Quit, aqua, equal, quiet, and quick.

Lazy Lucy liked to sleep during her first class of the day.

p: qa ;p aq zap zap zip zip size size lazy lazy

Magic Marvin and marvelous Mavis vowed to move faster and with more vim and vigor.

Put hot peppers in the zany zesty salsa and put it on his pizza.

## Drill 24: Final Review

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Always use good form when keying. It will help build speed and accuracy. Always look at what you are keying instead of the keyboard. Keep your wrists flat and fingers curved over the home keys.

Bouncing hands will cause more errors and slows the typist down. Stay in control and be firm when reaching for your keys.

When you strike the enter key at the end of a line it is called a hard return. If you just continue to key without striking the enter key the computer will automatically go to the next line. This is called a soft return.

There is another phrase for soft return. It is called wordwrap. It is much easier to use and saves you time and effort. Strike the enter key at the end of each paragraph.

Always use good form when keying. It will help build speed and accuracy. Always look at what you are keying instead of the keyboard. Keep your wrists flat and fingers curved over the home keys.

Bouncing hands will cause more errors and slows the typist down. Stay in control and be firm when reaching for your keys.