The Alphabet, Number, and Symbol Keys

**Keyboarding in Arts, Audio, Video Technology, and Communication Services**

Occupations in this cluster deal with organizing and communicating information to the public in various forms and media.

This cluster includes jobs in radio and television broadcasting, journalism, motion pictures, the recording industry, the performing arts, multimedia publishing, and the entertainment services. Book editors, computer artists, technical writers, radio announcers, news correspondents, camera operators, and home page designers are just a few jobs within this cluster.

**Qualifications and Skills**

Strong oral and written communication skills and technical skills are necessary for anyone in communications and media. Without a doubt, competent keyboarding skill is extremely advantageous.

Working in the media requires creativity, talent, and accurate use of language. In journalism, being observant, thinking clearly, and seeing the significance of events are all of utmost importance. Announcers must have exceptional voices, excellent speaking skills, and a unique style. The ability to work under pressure is important in all areas of media.

**Goals**

**Keyboarding**

- Type by touch the letter, number, and symbol keys.
- Demonstrate proper typing technique.
- Use the correct spacing with punctuation.
- Type at least 28 words per minute on a 2-minute timed writing with no more than 5 errors.

**Objective Test**

- Answer questions with acceptable accuracy on an objective test.
Keyboarding: The Alphabet

**LESSON 1**
Home-Row Keys: A S D F J K L ;
Space Bar Enter Backspace

**LESSON 2**
New Keys: E N T

**LESSON 3**
New Keys: O R H

**LESSON 4**
New Keys: I Left Shift .

**LESSON 5**
New Keys: B U C
Home-Row Keys

Goals

• Touch-type the home-row keys—A S D F J K L ;.
• Touch-type the Space Bar, Enter, and Backspace keys.
• Type at least 10wpm/1/3e; that is, type at least 10 words per minute (wpm) on a 1-minute timed writing while making no more than 3 uncorrected errors.

New Keys

A. HOME-ROW POSITION

The A S D F J K L and ; keys are called the home-row keys.

1. 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.

2. Feel the raised markers on the F and J keys; they will help you keep your fingers on the home-row keys. You are now in home-row position. Each finger is named for the home-row key it controls. Thus, your left little finger is known as the A finger, and your right little finger is known as the Sem finger (short for semicolon).

B. THE SPACE BAR AND ENTER 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 (toward your body) 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 Sem finger (the little finger of your right hand), keeping your J finger at home. Quickly return the Sem finger to home-row position after tapping Enter.

C. PRACTICE THE HOME-ROW KEYS

Type each line 1 time, pressing the Space Bar where you see a space and pressing the Enter key at the end of each line (indicated by ↵). Tap Enter 2 times (indicated by ↵ ↵) to insert a blank line between each set of drill lines.

```
1 asdf jkl; asdf jkl; asdf jkl; ↵
2 asdf jkl; asdf jkl; asdf jkl; ↵ ↵
3 aasdf jkl; aasdf jkl; aasdf jkl; ↵
4 aasdf jkl; aasdf jkl; aasdf jkl; ↵
```

D. THE F AND J KEYS

```
5 fff fff jjj jjj fff jjj fff jjj jf jf jf jf fff fff jf jf
6 fff fff jjj jjj fff jjj jf jf jf jf fff fff jf jf
```

E. THE D AND K KEYS

```
7 ddd ddd kkk kkk ddd kkk ddd ddd dk dk
8 ddd ddd kkk kkk ddd kkk ddd dk dk dk ddk ddk ddk ddk ddk
```

F. THE S AND L KEYS

```
9 sss lll sss lll sss lll sls lsl lsl lsl sss sl sl
10 sss lll sss lll sss lll sls lsl lsl lsl sss sl sl
```

G. THE A AND ; KEYS

```
11 aaa ;;; aaa ;;; a;a a;a ;a ;a ;a a;a a; ;a
12 aaa ;;; aaa ;;; a;a a;a ;a ;a ;a a;a a; ;a
```

H. THE KEY

The Backspace key deletes the last character you typed. Reach to the Backspace key with the Sem finger (the little finger of your right hand), keeping your J finger at home. Quickly return the Sem finger to home-row position after tapping Backspace.

Looking at your keyboard and keeping your J finger at home, reach for and quickly press the Backspace key and immediately return your little finger to the Sem key. Do this several times—until you can make the reach without looking at your fingers.
In the drill line below, follow these directions:

1. Type the group of letters as shown.
2. When you reach the Backspace sign (←), backspace 1 time to delete the last keystroke typed.
3. Then type the next letter. For example, you will type as, press Backspace 1 time, and then type d, thus changing as to ad.

Space 1 time after a semicolon (but not before).

13 as→d; dad←s; sas→d; laf→d; jal←k; sal←d; lasd→s;

Skillbuilding

I. WORD BUILDING

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

J. 1-MINUTE TIMED WRITING

Take two 1-minute timed writings. Try to complete the passage each time. If you finish, press ENTER 2 times and start over again. The number scale below line 18 shows the number of words credited for typing a partial line. The software will automatically score your timed writings for speed and accuracy.

18 ask a sad lad; a fall fad; add a jak salad; a lad

1 2 3 4 5 6 7 8 9 10
Enrichment • Lesson 1

A. NEW-KEY REINFORCEMENT

1. a dads jass la daff ad add dak lad lads daks adds
2. ads fad lall lass fads alas alfa fala sad alfalfa
3. sal falda all fall sala as falls salad salsa flak
4. asks flask sass dad flasks skald dada jak ask lad
5. alas ask salads dads dak sala fad falda flask sal
6. alfalfa add fads all salad flak lass flask ads as

B. SHORT PHRASES

Type each phrase on a separate line; that is, press Enter 1 time at the end of each line. Type each line 2 times; then press Enter 2 times to insert a blank line between each line. Do not space after a semicolon if it is the last character on the line; instead, immediately after typing the semicolon, press Enter.

7. a lad;
8. a lass;
9. a fall;
10. ask dad;
11. add all;
12. as a fad;
13. a fall ad;
14. dad falls;
15. jak salad;
16. add a lad;
17. ask a lass;
18. all flasks;
19. fall salads;
20. a lad asks dad;
21. a sad lass falls;

C. PARAGRAPH TYPING

First, type the following paragraph 1 time. Do not press Enter at the end of each line; instead, let Word wrap end your lines for you. After you type the three lines 1 time, press Enter 2 times and then type the three-line paragraph again.

22. fall salad; add a jak ad; alfalfa salad; ask a
23. sad lad; a lad asks dad; a lass asks dad; a sad
24. lad falls; a sad lad asks a dad; as a lass falls;
New Keys

Goals

• Touch-type the E, N, and T keys.
• Type at least 11wpm/1/3e.

Fingers are named for home-row keys. For example, the middle finger of the left hand is the D finger.

A. WARMUP

1. Tap the SPACE BAR with a downward and inward motion of your right thumb.

2. Type:
   - aa ss dd ff jj kk ll ; ; fj dk sl a; asdf jkl; a;s
   - ask dad; a flask; a salsa salad; as sad as a lass
   - add salsa; fall fads; alas a sad lass; a dad; jak

B. NEW-KEY PROCEDURE

Follow this procedure when learning a new key:

1. Place your fingers on the home-row keys.
2. Look in the left margin of your lesson to see which finger controls the new key.
3. While looking at your keyboard and without actually typing, move the correct finger to the new key and back to home-row position. Do this several times—until you can make the reach without looking at your fingers.
4. Now, with your fingers still on the home-row keys, type the drill lines while keeping your eyes on the copy.
5. If you forget the location of a key, stop typing and repeat step 3.
6. You will make numerous errors while you are learning the keyboard; do not be overly concerned about them. Errors will decrease as you become more familiar with the keyboard.
C. The E Key

Keep the A finger at home as you reach for E.

Use the D finger.

4 ddd ded dedede eedede eaelde eaelde eels fed jelled
5 eke lead see fed fee safe eel ease seal deal dead
deed feed jell keel lead seal elks fade leek seek
7 a fake deal; feed a fleas; lease a desk; sell ale;

D. The N Key

Keep the Sem finger at home as you reach for N.

Use the J finger.

8 jjj jnj jnj njn njn nnn and sadness ends deafness
9 kneel kennel sneak an fan dens fen lens sedan lend
dean sane lane sank keen lens seen fend lank send
11 lend a needle; send jeans and sandals; needs land

E. The T Key

Keep the A finger at home as you reach for T.

Use the F finger.

12 fff ftf ftf tft ttt ate jet aft felt ant east
13 latte tat test at fat jest let ate late east daft
deft feet lent state taste tenet sets detest lets
15 a fast jet left at ten; staked a tent; tall tales

Skillbuilding

F. Minimum-Change Practice

Only one letter changes in each word.

16 lent sent send tend tent test nest lest fest jest
17 lake take tale tall tell fell feet feat seat
18 seed teed tend send sand land lend fend feed feel

19 lens tens fans fans tens dens dent lent sent
20 sank tank talk tale kale dale date late lane lank
21 jets lets less lass last fast fest feet seat
G. NEW-KEY REVIEW

easel deafen deed defeat defend delete dense ease
annals fanned kennel tenant tan and dean den fend
at attend attest detest estate fatten jest jetted
deaden dented detest eases eaten eel effete elate
keen land lend neat sent need net sedan seen send
tests kettle latent tent latest nettle tee settee

eke jested else ended estate fee lessee feed fete
tanned ant sense eaten knee sneak stand tend tent
settle state talent tan taste tenant tenet tsetse

H. CLAUSES

a tense staff deleted data; test a fast delta jet
a tenant dented a sedan; a sad tale ended at ten;
fasten a tan anklet; a lad ate a steak at a feast
a tall dean sat at a sedate settee; take an asset

I. 1-MINUTE TIMED WRITING

a tenant leased a fast jet and landed at a sedate lake;

Take two 1-minute timed writings. Let word wrap end each line. Press ENTER only at the end of line 36.

Goal: At least 11wpm/1′/3e
A. NEW-KEY REINFORCEMENT

1. fleet steel assets deafen lessee deed elate kneel
2. annals fanned nene anneal needle fennel leaden an
3. tatts detest latest jet tsetse stats attest settle
4. detest lessen see leek skeet elands estate fallen
5. flan keen lean send knee sank land keen lane fend
6. aft let eta net alt fat sat ant ate set jet tanks
7. sleek leaden ledged needle easel knell sleets eke
8. and ant den end fan ken nee nets ten tan sane
9. settee state kettle tattle taste task kaftan test
10. nest detent tens sanest knelt neat teens dent net
tensed ante tanned talent sent nest latent fanjet
12. anklet tenant tend eaten attend assent ten fasten

B. SHORT PHRASES

13. jet lease|sent fast|tan sedan|sent less|ten seats
14. dense lad|ten deeds|sent east|ten tasks|least tan
15. jet fleet|let feast|neat deal|neat feat|least sad
16. let stall|net leads|let stand|stale ale|let sneak
17. sent left|net deals|ten dates|sent data|ten lakes
18. ten desks|neat seat|ten deals|ate steak|let taste

C. CLAUSES

19. a teen ate at least ten dates and sat at a stand;
20. fasten a faded saddle and sandal at a sad estate;
21. a tall tan fanjet landed at a flat delta and sat;
22. all lasses tasted a lean steak and felt less sad;
23. a tenant sent kale salads and ate fat leeks fast;
24. a dad skated at a lake and leaned left at a tent;
25. take a seat at a settee and taste tea and salads;
26. a tall tenant leased a sedate teal sedan and sat;
27. at least a lad tasted steak and ale and ate fast;
New Keys

Goals

• Touch-type the O, R, and H keys.
• Type at least 12wpm/1’/3e.

A. WARMUP

1 take a jet and taste a flat steak at a tall tent;
2 skedaddle attendant senseless flatlands steadfast
3 an ant lent an elf a snake; an elk let an ant eat

New Keys

B. THE O KEY

4 lol lol lol olo olo ooo do eons foe jot kook lots
5 no too so to not ton eon foe jot lot no dodo dojo
6 took soon solo onto oleo tool look foot fool soon
7 a felon loaded a lot of loose loot on an old lot;

C. THE R KEY

8 fff frf frf rfr rfr rrr are drat erased fro okras
9 enroll ore errs tree rear ardor drear raked radar
10 erred rotor retro error rare rater rear errs dare
11 a red deer ran free for an area near a rear door;

D. THE H KEY

12 jhj hjh hjh hjh hhh ah adhere heh offhand shh
13 ankh oh rho she the ha he oh hah haha harsh heath
14 shah hallah the that she three here there her hot
15 she and he had heard that other short heron here;
Skillbuilding

E. MINIMUM-CHANGE PRACTICE

16 dash hash sash lash last lost host hoss loss less
17 hall tall tale kale hole role dole doit jolt
18 hero here hare hard hark lark dark dank rank rant
19 jeer seer seek leek leak teak tear teal seal real
20 horn torn tort fort fore fare hard hart dart
21 heat seat feat fear hear sear dear dean lean leak

F. NEW-KEY REVIEW

22 food noon soon fool nook root solo tool donor oho
23 err rear ardor dares freer rarer roar order erred
24 hash hardhat harsh hath shah harsh heath hashed
25 foot odor toot oho drool oleo too hoof rook drool
26 radar raker rooster rare arrest reader rafter sort
27 heathen hashes health hearth hoohah heather trash
28 dodo lost door doors onto flood hooks roof honors
29 errata orator darker render rather tartar terrors
30 rehash hothead sheath thrash thresh handheld hash

G. CLAUSES

31 she folded the sheets and he held her hands free;
32 he heard an oath and told her to note the reason;
33 the odd raft had floated onto the north seashore;
34 then she joked that he had stolen the old shades;

H. 1-MINUTE TIMED WRITING

35 the jaded steno learned a hard lesson on the trek
36 to a tree;

Goal: At least 12wpm/1′/3e
A. NEW-KEY REINFORCEMENT

1. roost hotfoot solon forefoot loose offshoot odors
2. errs rater refer retro rotor harder roster resort
3. hardhats hasheesh hosanna hotshots rehashed flesh
4. nonfood shook forenoon stood torso onlooker hoots
5. darter terser horror roller eraser roarer errands
6. sheathed shoehorn aha thrasher handshake thrasher
7. shoot foothold forsooth noose stool rodeo tootles
8. narrator restorer tearjerker referral northerners
9. harshness horseshoe hotheaded shorthand threshold
10. rho ashore hoorah hero hereto shorts hoar hoarser
11. hoer holder hora horn honker forth horned shofars
12. frosh throes frohonor heron horror hoard honer

B. SHORT PHRASES

13. a loose shade|eats a short noodle|the rose thorns
14. a tattletale|she sat here|he often jostled a jerk
15. the rest of the lesson|thanks for the short looks
16. the oddest tattoos|those stolen forks|do not jerk
17. the shore floods|she flossed her teeth|jot a note
18. the earth shook hard|had a look|a tenth of a foot

C. CLAUSES

19. she shared her salad at the hotel near the shore;
20. three deer ran to the dark oak tree near the ark;
21. she had then also looked at the other ten horses;
22. she set all of the stolen art on that tall shelf;
23. take a seat near the dark settee and talk to her;
24. the teal sandals on her feet had soon fallen off;
25. the loose earth on the north and east had fallen;
26. ask her not to take the nonfat food to the stall;
27. the senator held a safe seat and soon left there;
New Keys

Goals

• Touch-type the I, LEFT SHIFT, and Period keys.
• Type at least 13wpm/1 1/3e.

A. WARMUP

1. the soda jerks fell onto a stall and told a joke;
2. horseshoe northeast shorthand therefore threshold
3. half of an oak had torn and also half of a shelf;

B. THE I KEY

4. kkk kik kik iki iki iii aid die lei fit hit radii
5. jilt kid lit nit oil rid sits tie id if in is ilk
6. aid sin did fie kid jail kid lid nil tie oils all
7. nine irises in a lei did die in a sink in a deli;

C. THE LEFT SHIFT KEY

To capitalize letters on the right half of the keyboard:

1. With the F finger at home, press and hold down the LEFT SHIFT key with the A finger.
2. Press the letter key to be capitalized.
3. Immediately release the LEFT SHIFT key and return fingers to the home-row position.

8. aaa Jaa Jaa Kaa Kaa Laa Laa Naa Iaa Oaa Jane Hank
9. Hans Hale Jade Jake Ian Kate Nan Oak Ian Hal Lara
10. Nan Halle Ian Karl Lara Lena Oates Jan Katie Lars
11. Neither Jake Hanks nor Nathan Karl is in Oakland;
Keep the J finger at home as you reach for the period. Use the L finger.

D. THE . KEY

Follow these rules for spacing with periods:

- Do not space before a period.
- Space 1 time after a period following an abbreviation.
- Do not space after a period within an abbreviation.
- Space 1 time after each initial in a person’s name.
- Space 1 time after a period ending a sentence in the middle of a paragraph. Do not space after a period at the end of a paragraph.

12 ill l.l l.l .1. .1. ... i.e. addl. int'l. n.d. Jr.
14 No. et al. i.e. I did. He is not. Ian ate. I sat.
15 J. L. Harris is in Okla. or Ill. for addl. tasks.

Skillbuilding

E. MINIMUM-CHANGE PRACTICE

16 sink link fink find kind kink link rink rind kind
17 file tile till kill sill silk silt lilt tilt tint
18 fail tail sail said laid hair hail nail rail
19 sill kill fill fall Falk talk tall Hall Hill Jill
20 list fist fish dish dash Nash Nast fast last Lash
21 Jane Lane Kane Kant rant rent Lent lint tint hint

F. NEW-KEY REVIEW

22 idiot initial kiddie raisin finish initiate if in
23 John Hall Lisa Jane Olaf Jill Joan Lois Joel Koto
25 Ida J. Harris; Indira K. Little; Lillian N. Iris;
G. SENTENCES

Neither Iris L. Harris nor Ida N. Jones is there.
In Orlando he had the aid of Nikita to finish it.
Lillian H. Little did not hide it inside the tin.
Inlaid tiles are on Oak Lane for Kristina to see.

H. 1-MINUTE TIMED WRITING

Lisa N. Jenkins had dined in Oakland. Lois had

to find her there.

Goal: At least 13wpm/1/3e
Enrichment ● Lesson 4

A. NEW-KEY REINFORCEMENT

Type each line 2 times.

I left shift

1. aid air din fir fit hit ilk ink inn ire iris this
2. Joe Kid Les Ian Ned Ida Noe Lil Jon Ira Kent John
4. lid ail did fit tin tie sin oil irk if it is in I
5. Lee Joe Ida Ina Joel Leo John Koto Olaf I. N. Jai
6. anon. et al. i.e. Ill. Ind. Jan. N.D. No. Ltd. H.
7. idea iris nail dial edit into file sink soil hint
8. Jill Lisa Nina Lois Hall Jane Joel Hart Olaf Joan
10. Keith N. Harris; Irene I. Olson; Katie O. Hinder;
11. Hilario I. Oleans; Kristen N. Jai; Leila N. Jain;
12. Keiko O. Ikeda; Ida H. Jenkins; Lillie N. Little;

B. SHORT PHRASES

Type each line 2 times.

13. that diet soda; an inlaid tile; finish the tasks;
14. tried to aid her; a dirt floor; I. I. Johnson Jr.
15. initial on the fifth line; it is OK; hire Ida Li;
16. a fair deal; a kosher deli; kiss the thin kiddie;
17. other ideas; tidied the dens; inside this raisin;
18. H. and I. and J. and K. and L. and N. and O.; OK;

C. SENTENCES

Type each line 2 times.

19. Olla needs to freshen the tired look of the nook.
20. Keith did not find the softened toast in the tin.
21. I think either N.H. or N.J. is OK for the hotels.
22. Leo Jones insisted on the three lessons in there.
23. Iris Joel had fished here and had liked it a lot.
24. Leila sifted and stirred the soil that needed it.
25. Lois N. Henderson is a dentist there in Lakeland.
26. Ina has to attend the initial session in Oakland.
27. Jill had not finished the task so I assisted her.
New Keys

Goals
- Touch-type the B, U, and C keys.
- Type at least 14wpm/1’/3e.

A. WARMUP

1  Jake Nort had not led a fast life; he had rested.
2  Hadassah Henderson Jonathan Jeanette Leonardo Lee
3  Keith Idle and Henri did tie a fish to the dials.

New Keys

B. THE B KEY
- Use the F finger.
4  fff fbf fbf bfb bbb label ebbs tidbits rebels
5  offbeat bib inkblot alb inbred job orb hotbed lab
6  babes barbs bobbin blab babble blob bobbed bobble
7  His best baseball and bat are near a blond table.

C. THE U KEY
- Use the J finger.
8  jjj juj juj uju uju uuu tau but dun euro fun huts
9  radius jut kudos flu nut out run sub tub flu aunt
10  luaus lulu tutus dufus undue usual bureau unusual

D. THE C KEY
- Use the D finger.
12  ddd dcd dcd cdc ccc aces bobcat occur redcoat
13  deck ashcan ice bookcase talc inch dock arc discs
14  etch duck etch buck doc arc chic cacti cubic cock
15  Our church choirs can cancel our recitals on cue.
Skillbuilding

E. MINIMUM-CHANGE PRACTICE

16 buck luck lock rock rack race lace late Kate Kane
17 cube tube tune tone tine tint hint hind hand hard
18 curb carb cart dart dark lark Lars bars cars care
19 bout boat coat coal foal foul four tour hour sour
20 cure cute lute lube tube tune tone hone nose nose
21 bare barn bard lard lord cord curd card hard hark

F. NEW-KEY REVIEW

B
22 baker banjo bark basin bribe brake bond boast bit
23 unit uke urn use fuel hulk sun tusk house duo sub
24 cab chat carol chili check church condo cell aces
25 cub buck curbs scrub biscuit cubicle cutback

G. SENTENCES

26 Joe and Lee think the surf and turf is delicious.
27 Kent said a bunch of bandits robbed a local bank.
28 Unit costs of the industrial knob are reasonable.
29 Nine of the jurors can render the decisions soon.

H. 1-MINUTE TIMED WRITING

30 Her old brick condo near Lake Huron has just the
31 features Luis needed.

<table>
<thead>
<tr>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
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<th>9</th>
<th>10</th>
</tr>
</thead>
</table>

Goal: At least 14wpm/1/3e
Enrichment • Lesson 5

A. NEW-KEY REINFORCEMENT

1. bans bar bud rib fib bad bin bat bee job ebb labs
2. dub jut run rubs sue but bud ours dud bun fur due
3. act can aces cab cat cod cot cad ice con cuts cue
4. babe debt bank able book snub blob boat both stab
5. euro haul Luke hush loud feud cure sour foul husk
6. ache duck cent each Nick cake inch fact lack care
7. abode board tribe boast beret burros brake rabbis
8. fruits audit crush abuse routes found ruler adult
9. catch crude acute clicks cross check chosen black
10. because buck butcher cube curb scuba subject club
11. cutback cubic cherub bucket biscuit bounce buckle
12. cubicle obscure brunch cubs curable scrub bunches

B. SHORT PHRASES

13. a brisk canter; because of us; a bunch of bananas
14. a rude subject; a tribe of Indians; choke a horse
15. the color of chalk; adults and children; a cherub
16. the noble cause; cost a fortune; a crust of bread
17. a unit of blood, a bleak outlook; hurt just a bit
18. black belt in karate; blue suede shoes; fur coats

C. SENTENCES

19. Little obscure cutbacks did not affect their job.
20. Her old cubicle is near the corner of the office.
21. Jack had a bacon biscuit and cola for his brunch.
22. Jed beat the odds because the disease is curable.
23. Haul the bucket of nuts and bolts to the shelter.
24. Look for the subject of the broken link to arise.
25. Just fill in the blank line and send it all back.
26. His adobe house near our house has not been sold.
27. One black briefcase is on the bureau in the hall.