KEYBOARDING TOUCH SYSTEM IMPROVEMENT

Introduction

Your Goal – Improve your keyboarding skills using the touch system so you are able to type without looking at the keyboard.

Why Improve Your Keyboarding Skills?

To be able to type faster and more accurately every time you use the computer
To increase your enjoyment while using the computer

Getting Ready to Build Skills

In order to get ready you should:

1. Prepare your desk and computer area.
   a. Clear your desk of all clutter, except your book, a pencil or pen, the keyboard, the mouse, and the monitor.
   b. Position your keyboard and book so that you are comfortable and able to move your hands and fingers freely on the keyboard and read the book at the same time.
   c. Keep your feet flat on the floor, sit with your back straight, and rest your arms slightly bent with your finger tips on the keyboard.
   d. Start your Word processor, such as Microsoft Office Word, or any other text editor.
      You can use any simple program such as the Microsoft Works word processor or WordPad that is part of the Windows operating system. Ask your teacher for assistance.

2. Take a two-minute timed typing test according to your teacher’s directions.

3. Calculate your words a minute (WAM) and errors a minute (EAM) using the instructions on the timed typing progress chart. This will be your base score you will compare to future timed typing.

4. Record today’s Date, WAM, and EAM on the Base Score line of the writing progress chart.

Did You Know?

You will type faster and more accurately when using the touch system instead of looking from the copy and then to the keyboard and pressing keys with one or two fingers—the “hunt and peck” system.
5. Repeat the timed typing test as many times as you can.

6. Record each attempt on the Introduction line of the chart.

**Skill Builder 1**

*Your Goal – Use the touch system to type the letters j u y h n m and to learn to press the spacebar.*

**Keys**  
![Keypad Image]

**What to Do**

1. Place your finger tips on the home row keys as shown in Figure B-1.

   ![Figure B-1 Image]
   
   **FIGURE B-1**  
   Place your finger tips on the Home Row keys

2. Look at Figure B-2. In step 3 you will press the letter keys j u y h n m. To press these keys, you use your right index finger. You will press the spacebar after typing each letter three times. The spacebar is the long bar beneath the bottom row of letter keys. You will press the spacebar with your right thumb.

**Computer Concepts**

The home row keys are where you rest your finger tips when they are not typing. The index finger of your right hand rests on the j key. The index finger of your left hand rests on the f key. Feel the slight bump on these keys to help find the home row keys without looking at the keyboard.

**Did You Know?**

There are two forms that you will complete as you work through this appendix to improve your typing skills: the **Timed Typing Progress Chart** and the **Keyboarding Technique Checklist**. Both forms are printed as the last two pages at the end of this Appendix.
3. Look at your keyboard. Repeat the letters silently to yourself as you move your right index finger from the j key to press each key three times, then press the spacebar. Start typing:

jjj uuu jjj yyy jjj hhh jjj nnn jjj mmm

jjj uuu jjj yyy jjj hhh jjj nnn jjj mmm jjj

4. Repeat the same drill as many times as it takes for you to reach your comfort level.

jjj uuu jjj yyy jjj hhh jjj nnn jjj mmm

jjj uuu jjj yyy jjj hhh jjj nnn jjj mmm jjj

5. Close your eyes and visualize each key under each finger as you repeat the drill in step 4.

6. Look at the following two lines and type:

jjj jjj jjj juj juj juj ji jyj jyj jbj jbj jmj jmj jmj

jjj jjj jjj juj juj juj ji jyj jyj jbj jbj jmj jmj jmj jmj

7. Repeat step 4, this time concentrating on the rhythmic pattern of the keys.

8. Close your eyes and visualize the keys under your finger tips as you type the drill in step 4 from memory.
9. Look at the following two lines and type these groups of letters:

```
  j j u j i j y j i j y j h j i n j j m j i j u j i j y j i j y j h j i n j j m j i j m j
  j i j u j i j n i m j u i m j h j i n j i m j u i m j i j y j u j i j y j h j i n j j u i m j i j m j i j y
```

10. You may want to repeat Skill Builder 1, striving to improve typing letters that are most difficult for you.

**Skill Builder 2**

The left index finger is used to type the letters f r t g b v. Always return your left index finger to the f key on the home row after pressing the other keys.

*Your Goal – Use the touch system to type f r t g b v.*

**Keys**

```
F R T G B V
```

**What to Do**

1. Place your finger tips on the home row keys as you did in Skill Builder 1, Figure B-1.

2. Look at Figure B-3. Notice how you will type the letters f r t g b v and then press the spacebar with your right thumb.

3. Look at your keyboard. To press these keys, you use your left index finger. You will press the spacebar after typing each letter three times. The spacebar is the long bar beneath the bottom row of letter keys. You will press the spacebar with your right thumb.

   After pressing each letter in the circle, press the home key f three times as shown. Don’t worry about errors. Ignore them.
4. Repeat the same drill two more times using a quicker, sharper stroke.

fff rrr fff ttt fff ggg fff bbb fff vvv

fff rrr fff ttt fff ggg fff bbb fff vvv fff

5. Close your eyes and visualize each key under each finger as you repeat the drill in step 4.

6. Look at the following two lines and key these groups of letters:

fff fff fff frf frf frf ftf ftf ftf fgf fgf fgf fbf fbf fbf fvf fvf fvf

fff fff fff frf frf frf ftf ftf ftf fgf fgf fgf fbf fbf fbf fvf fvf fvf

7. Repeat step 6, this time concentrating on a rhythmic pattern of the keys.

8. Close your eyes and visualize the keys under your finger tips as you type the drill in step 4 from memory.

9. Look at the following two lines and type these groups of letters:

fr frf ft ftf fg fbf fb fbf fv fvf

ft fbf fv frf ft fbf fv frf ft fgf

10. You are about ready to type your first words. Look at the following lines and type these groups of letters (remember to press the spacebar after each group):

jjj juj jug jug jug rrr rur rug rug rug

gett tut tug tug tug rrr rur rub rub rub

ggg gug gum gum gum mmm mum

mug mug mug hhh huh hum hum hum

11. Complete the Keyboarding Technique Checklist.
Skill Builder 3

*Your Goal – Use the touch system to type k i , d e c.*

**Keys**  
K, I, , (comma)

**What to Do**

1. Place your finger tips on the home row keys. The home row key for the left middle finger is d. The home row key for the right middle finger is k. You use your left middle finger to type d, e, c. You use your right middle finger to type k, i, , as shown in Figure B-4.

2. Look at your keyboard and locate these keys: k i , (the letter k key, the letter i key, and the comma key).

3. Look at your keyboard. Repeat the letters silently to yourself as you press each key three times and put a space between each set of letters and the comma to type:

   kkk iii kkk ,, kkk iii kkk ,, kkk iii kkk ,, kkk iii kkk ,, kkk iii kkk ,, kkk

4. Look at the characters in step 3 and repeat the drill two more times using a quicker, sharper stroke.

5. Close your eyes and repeat the drill in step 3 as you visualize each key under each finger.

6. Repeat step 5, concentrating on a rhythmic pattern of the keys.

**Keys**  
D, E, C

1. Place your finger tips on the home row keys.

2. Look at your keyboard and locate these keys: d e c (the letter d key, the letter e key, and the letter c key).
3. Look at your keyboard. Repeat the letters silently to yourself as you press each key three times and put a space between each set of letters to type:

   ddd eee ddd ccc ddd eee ddd ccc ddd eee ddd ccc ddd

4. Look at the letters in step 3 and repeat the drill two more times using a quicker, sharper stroke.

5. Close your eyes and repeat the drill in step 3 as you visualize each key under each finger.

6. Repeat step 5, concentrating on a rhythmic pattern of the keys.

7. Look at the following lines of letters and type these groups of letters and words:

   fff fuf fun fun fun ddd ded den den den
   ccc cuc cub cub cub vvv vev vet
   fff fuf fun fun ddd ded den den den
ccc cuc cub cub vvv vev vet

8. Complete the Keyboarding Technique Checklist.
Skill Builder 4

Your Goal – Use the touch system to type l o . s w x and to press the left Shift key.

Keys L O . (period)

What to Do

1. Place your finger tips on the home row keys. The home row key for the left ring finger is s. The home row key for the right ring finger is l. You use your left ring finger to type s w x. You use your right ring finger to type l o . as shown in Figure B-5.

2. Look at your keyboard and locate the following keys: l o . (the letter l key, the letter o key, and the period key).

3. Look at your keyboard. Repeat the letters silently to yourself as you press each key three times and put a space between each set of letters and the periods to type:

   l l l o o o l l l o o o l l l o o o l l l o o o l l l o o o l l l...

4. Look at the line in step 3 and repeat the drill two more times using a quicker, sharper stroke.

5. Close your eyes and repeat the drill in step 3 as you visualize each key under each finger.

6. Repeat step 5, concentrating on a rhythmic pattern of the keys.

Keys S W X

1. Place your finger tips on the home row keys.

2. Look at your keyboard and locate the following letter keys: s w x

3. Look at your keyboard. Repeat the letters silently to yourself as you press each key three times and put a space between each set of letters to type:

   s s s w w w s s s x x x s s s w w w s s s x x x s s s w w w s s s x x x s s s
4. Look at the line in step 3 and repeat the same drill two more times using a quicker, sharper stroke.

5. Close your eyes and repeat the drill in step 3 as you visualize each key under each finger.

6. Repeat step 5, concentrating on a rhythmic pattern of the keys.

**Key** (Left Shift Key)

You press and hold the Shift key as you press a letter key to type a capital letter. You press and hold the Shift key to type the character that appears above the numbers in the top row of the keyboard and on a few other keys that show two characters.

Press and hold down the left Shift key with the little finger on your left hand while you press each letter to type capital letters for keys that are typed with the finger tips on your right hand. See Figure B-6.

**FIGURE B-6**

Using the Shift keys

1. Type the following groups of letters and the sentence that follows.

   jji JJJ jji JJJ yyy YYY yyy YYY nnn NNN nnn NNN mmm MMM

   Just look in the book. You can see well.

2. Complete the Keyboarding Technique Checklist.
Skill Builder 5

Your Goal – Use the touch system to type a q z ; p / and to press the right Shift key.

Keys (semi-colon) (p) (/)

What to Do

1. Place your finger tips on the home row keys. The home row key for the left little finger is a. The home row key for the right little finger is ;. You use your left little finger to type a q z. You use your right little finger to type ; p / as shown in Figure B-7.

2. Look at your keyboard and locate the following keys: ; p / (the semi-colon, the letter p, and the forward slash).

3. Repeat the letters silently to yourself as you press each key three times and put a space between each set of characters to type:

```
;; ppp ;; /// ;; ppp ;; /// ;; ppp ;; ///
;; ppp ;; /// ;; ppp ;; /// ;; ppp ;; ///
```

4. Look at the lines in step 3 and repeat the drill two more times using a quicker, sharper stroke.

5. Close your eyes and repeat the drill in step 3 as you visualize each key under each finger.

6. Repeat step 5, concentrating on a rhythmic pattern of the keys.

Keys (A) (Q) (Z)

1. Place your finger tips on the home row keys.

2. Look at your keyboard and locate the following keys: a q z (the letter a, the letter q, and the letter z).
3. Look at your keyboard. Repeat the letters silently to yourself as you press each key three times and put a space between each set of letters and type:

    aaa qqq aaa zzz aaa qqq aaa zzz aaa qqq aaa zzz aaa
4. Look at the line in step 3 and repeat the same drill two more times using a quicker, sharper stroke.
5. Close your eyes and repeat the drill in step 3 as you visualize each key under each finger.
6. Repeat step 5, concentrating on a rhythmic pattern of the keys.

Key (Right Shift Key)

Press and hold down the right Shift key with the little finger on your right hand while you press each letter to type capital letters for keys that are typed with the finger tips on your left hand.

1. Type the following lines. Press and hold down the right Shift key with the little finger of your right hand to make capitals of letters you type with the finger tips on your left hand.

    sss SSS rrr RRR

    Press each key quickly. Relax when you type.

2. Complete the Keyboarding Technique Checklist.

Skill Builder 6

You will probably have to type slowly at first, but with practice you will learn to type faster and accurately.

Your Goal – Use the touch system to type all letters of the alphabet.

What to Do

1. Close your eyes. Do not look at the keyboard and type all letters of the alphabet in groups of three with a space between each set as shown:

    aaa bbb ccc ddd eee fff ggg hhh iii jjj
    kkk lll mmm nnn ooo ppp qqq rrr sss
ttt uuu vvv www xxx yyy zzz

2. Repeat step 1, concentrating on a rhythmic pattern of the keys.

3. Repeat step 1, but faster than you did for step 2.

4. Type the following sets of letters, all letters of the alphabet in groups of two with a space between each set as shown:

    aa bb cc dd ee ff gg hh ii jj kk ll mm nn oo pp qq rr ss tt uu vv ww xx yy zz
5. Type the following letters, all letters of the alphabet with a space between each letter as shown:

   a b c d e f g h i j k l m n o p q r s t u v w x y z

6. Continue to look at this book. Do not look at the keyboard, and type all letters of the alphabet backwards in groups of three with a space between each set as shown:

   zzz yyy xxx www vvv uuu ttt sss rrr
   qqq ppp ooo nnn mmm lll kkk jjj iii
   hhh ggg fff eee ddd ccc bbb aaa

7. Repeat step 6, but faster than the last time.

8. Type each letter of the alphabet once backwards:

   z y x w v u t s r q p o n m l k j i h g f e d c b a

9. Think about the letters that took you the most amount of time to find the key on the keyboard. Go back to the Skill Builder for those letters, and repeat the drills until you are confident about their locations.

Timed Typing

Prepare to take the timed typing test, according to your teacher’s directions.

1. Prepare your desk and computer area.
   a. Clear your desk of all clutter except your book, a pencil or pen, the keyboard, the mouse, the monitor, and the computer box if it is placed on the desk.
   b. Position your keyboard and book so that you are comfortable and able to move your hands and finger tips freely.
   c. Keep your feet flat on the floor, sitting with your back straight, resting your arms slightly bent with your finger tips on the keyboard.

2. Take a two-minute timed typing test according to your teacher’s directions.

3. Calculate your words a minute (WAM) and errors a minute (EAM) scores using the instructions on the timed typing progress chart in this book.

4. Record the date, WAM, and EAM on the Skill Builder 6 line.

5. Repeat the timed typing test as many times as you can and record each attempt.
Skill Builder 7

Your Goal – Improve your typing techniques— which is the secret for improving your speed and accuracy.

What to Do

1. Rate yourself for each item on the Keyboarding Technique Checklist.

2. Do not time yourself as you concentrate on a single technique you marked with a “0.” Type only the first paragraph of the timed typing.

3. Repeat step 2 as many times as possible for each of the items marked with an “0” that need improvement.

4. Take a two-minute timed typing test. Record your WAM and EAM on the timed typing progress chart as 1st Attempt on the Skill Builder 7 line. Compare this score with your base score.

5. Looking only at the book and using your best techniques, type the following technique sentence for one minute:

   . 2 . 4 . 6 . 8 . 10 . 12 . 14 . 16

   Now is the time for all good men and women to come to the aid of their country.

6. Record your WAM and EAM on the 7 Technique Sentence line.

7. Repeat steps 5 and 6 as many times as you can and record your scores.

Skill Builder 8

Your Goal – Increase your words a minute (WAM) score.

What to Do

You can now type letters in the speed line very well and with confidence. Practicing all of the other letters of the alphabet will further increase your skill and confidence in keyboarding.

1. Take a two-minute timed typing test.

2. Record your WAM and EAM scores as the 1st Attempt.

3. Type only the first paragraph only one time as fast as you can. Ignore errors.

4. Type only the first and second paragraphs only one time as fast as you can. Ignore errors.

5. Take a two-minute timed typing test again. Ignore errors.

6. Record only your WAM score as the 2nd Attempt. Compare only this WAM with your 1st Attempt WAM and your base score WAM.
Get Your Best WAM

1. To get your best WAM on easy text for 15 seconds, type the following speed line as fast as you can, as many times as you can. Ignore errors.

   2 4 6 8 10

   Now is the time, now is the time, now is the time,

2. Multiply the number of words typed by four to get your WAM (15 seconds x 4 = 1 minute). For example, if you type 12 words for 15 seconds, 12 x 4 = 48 WAM.

3. Record only your WAM in the 8 Speed Line box.

4. Repeat steps 1-3 as many times as you can to get your very best WAM. Ignore errors.

5. Record only your WAM for each attempt.

Skill Builder 9

Your Goal – Decrease errors a minute (EAM) score.

What to Do

1. Take a two-minute timed typing test.

2. Record your WAM and EAM as the 1st Attempt.

3. Type only the first paragraph only one time at a controlled rate of speed so you reduce errors. Ignore speed.

4. Type only the first and second paragraphs only one time at a controlled rate of speed so you reduce errors. Ignore speed.

5. Take a two-minute timed typing test again. Ignore speed.

6. Record only your EAM score as the 2nd Attempt. Compare only the EAM with your 1st Attempt EAM and your base score EAM.

Get Your Best EAM

1. To get your best EAM, type the following accuracy sentence (same as the technique sentence) for one minute. Ignore speed.

   Now is the time for all good men and women to come to the aid of their country.

2. Record only your EAM score on the Accuracy Sentence 9 line.

3. Repeat step 1 as many times as you can to get your best EAM. Ignore speed.

4. Record only your EAM score for each attempt.
**Skill Builder 10**

*Your Goal – Use the touch system and your best techniques to type faster and more accurately than you have ever typed before.*

**What to Do**

1. Take a one-minute timed typing test.
2. Record your WAM and EAM as the 1st Attempt on the Skill Builder 10 line.
3. Repeat the timed typing test for two minutes as many times as necessary to get your best ever WAM with no more than one EAM. Record your scores as 2nd, 3rd, and 4th Attempts.

**Assessing Your Improvement**

1. Circle your best timed typing test for Skill Builders 6-10 on the timed typing progress chart.
2. Record your best score and your base score. Compare the two scores. Did you improve?

<table>
<thead>
<tr>
<th>WAM</th>
<th>EAM</th>
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<tbody>
<tr>
<td>Best Score</td>
<td></td>
</tr>
<tr>
<td>Base Score</td>
<td></td>
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</tbody>
</table>

3. Use the Keyboarding Technique Checklist to identify techniques you still need to improve. You may want to practice these techniques now to increase your WAM or decrease your EAM.
Timed Typing

Every five strokes in a timed typing test is a word, including punctuation marks and spaces. Use the scale above each line to tell you how many words you typed.

If you learn how to key well now, it is a skill that will help you for the rest of your life. How you sit will help you key with more speed and less errors. Sit with your feet flat on the floor and your back erect.

To key fast by touch, try to keep your eyes on the copy and not on your hands or the screen. Curve your fingers and make sharp, quick strokes.

Work for speed first. If you make more than two errors a minute, you are keying too fast. Slow down to get fewer errors. If you get fewer than two errors a minute, go for speed.
# Timed Typing Progress Chart

## Timed Writing Progress Chart

**Last Name:** ____________  **First Name:** ____________

**Instructions**

Calculate your scores as shown in the following sample and footnotes (a) and (b). Repeat timed writings as many times as you can and record your scores for each attempt.

**Base Score:**  **Date _____ WAM _____ EAM _____ Time _____**

<table>
<thead>
<tr>
<th>Skill Builder</th>
<th>1st Attempt</th>
<th>2nd Attempt</th>
<th>3rd Attempt</th>
<th>4th Attempt</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Date</td>
<td>WAM</td>
<td>EAM</td>
<td>WAM</td>
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<tr>
<td>Sample</td>
<td>9/2</td>
<td>22</td>
<td>3.5</td>
<td>23</td>
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<td>Introduction</td>
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<td>7 Technique</td>
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<tr>
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<tr>
<td>Sentence</td>
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</table>

(a) Divide words keyed (44) by 2 (minutes) to get WAM (22)

(b) Divide errors (7) by 2 (minutes) to get EAM (3.5)
### Keyboarding Technique Checklist

**Last Name:** ____________________  **First Name:** ____________________

**Instructions**

1. Write the Skill Builder number, the date, and the initials of the evaluator in the proper spaces.

2. Place a check mark (√) after a technique that is performed satisfactorily. Place a large zero ( 0 ) after a technique that needs improvement.

<table>
<thead>
<tr>
<th>Skill Builder Number</th>
<th>Date: 5/1</th>
<th>Evaluator: 0L</th>
</tr>
</thead>
</table>

#### Attitude

1. Enthusiastic about learning ✓
2. Optimistic about improving ✓
3. Alert but relaxed ✓
4. Sticks to the task; not distracted ✓

#### Getting Ready

1. Desk uncluttered ✓
2. Properly positions keyboard and book ✓
3. Feet flat on the floor ✓
4. Body erect, but relaxed 0

#### Keyboarding

1. Curves fingers 0
2. Keeps eyes on the book ✓
3. Taps the keys lightly; does not "pound" them 0
4. Makes quick, "bouncy," strokes 0
5. Smooth rhythm 0
6. Minimum pauses between strokes ✓