

Keyboarding Project 4

4a Review Left Shift, Period, u, c

Key each line twice.
Double-space between
2-line groups.



left shift 1 j J j J | l L l L | n N n N | k K k K | h H h H | i I i I | o O
2 John John | Jake Jake | Kate Kate | Lane Lane | Hank Hank;
period 3 l . l . | .l .l | lo. lo. | .o. .o. | .li. .li. | .l. .l.;
4 Nos. Nos. | e.g. e.g. | Ltd. Ltd. | ft. ft. | Kans. Kans. ;
u 5 j u j u | ujn ujn | uhn uhn | juh juh | uns uns | kun kun | ju
6 sun sun | use use | dust dust | just just | fuse fuse | suit
c 7 d c d c | edc edc | fec fec | rcd rcd | ecga ecga | ctc ctc;
8 cut cut | duck duck | card card | clue clue | dance dance;

Technique Tip

To key capital letters with the right hand:

1. Hold down the Left Shift with the little finger on the left hand.
2. Tap the letter with the right hand.
3. Return finger(s) to home-key positions.

4b Build Skill

Key each line twice
single-spaced; double-
space between 2-line
groups.

balanced-hand words

1 me or it nap rub key the and bus air big rid; jam;
2 auto city girl dock down goal name risk hair shelf
3 rich maps sick kept paid owns town when envy flame
4 sign work rich maid iris form dusk held both dial;
5 elbow cycle fight audit chair aisle civic; bushels
6 worms widow their whale right girls; gowns; blame;
7 Jan and Jay may go to the city hall for the title.
8 Jake lent the auditor a hand with the work for us.

