

# Keyboarding Project 7

## 7a Review q, comma, z, colon

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



### Technique Tip

Reach down to the comma without moving your hands towards your body.



1 aq aq|qaq qaq|Jq Jq|Kq Kq|Lq Lq|Yq Yq|Uq Uq|Pq Pq;  
q  
2 quit quit|quake quake|quick; quick|banquet banquet  
3 k, k,|,k, ,k,|,D ,D|,C ,C|,W ,W|,Q ,Q|,T ,T|,V ,V,  
comma  
4 Juan, Ellen, and James|Maria, Carlos, and Courtney  
5 az az|zaz zaz|Uz Uz|Nx Nz|Pz Pz|Yz Yz|Mz Mz|Oz Oz;  
z  
6 zap zap|jazz jazz|ZIP ZIP|lazy lazy|quartz quartz;  
7 :: ::|p:p p:p|:R :R|:W:Q: W:Q:|p:C: p:C:|Z:T: Z:T:  
colon  
8 To: From: Date: Subject: To: Jane From: Sam

## 7b Technique: Space Bar

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

1 Chase  
2 Chase can  
3 Chase can take  
4 Chase can take the  
5 Chase can take the game  
6 Chase can take the game home  
7 Chase can take the game home with  
8 Chase can take the game home with him  
9 Chase can take the game home with him next  
10 Chase can take the game home with him next week.

gwam 20'' | 3 | 6 | 9 | 12 | 15 | 18 | 21 | 24 | 27 | 30 |

