

# Keyboarding Project 8

## 8a Review ?, CAPS LOCK, TAB, BACK-SPACE



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

**Technique Tip**



Keep your eyes on the textbook as you key.

1 ::? ::? ::? Who? What? When? Where? Why? How?  
?  
2 Are you going? What day is it? Where is the dog?  
3 The CAPS LOCK is located to the LEFT of the A key.  
caps lock  
4 I belonged to FBLA before joining PHI BETA LAMBDA.  
5 TAB→ Rick TAB→ Lexi TAB→ Barb TAB→ Rico ENTER  
tab  
6 TAB→ Jake TAB→ Sally TAB→ Ben TAB→ Maria ENTER  
7 abbackspacebcbackspacecdbackspacedebackspaceefbackspacefgbackspace  
backspace  
8 ghbackspacehibackspaceijbackspacejkbackspaceklbackspaceImbackspace

## 8b Technique: Shift Keys

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

1 aA bB cC dD eE fF gG hH iI jJ kK lL mM nN oO pP qQ  
2 Rr Ss Tt Uu Vv Ww Xx Yy Zz AbC DeF GhI JkL MnO PqR  
3 Monday, Tuesday, Wednesday, Thursday, and Saturday  
4 October, November, December, January, and February  
5 James R. Draxler; Amy C. Weaver; Kent G. Abernathy  
6 The mayors of San Francisco and Los Angeles spoke.  
7 The Yankees play the Mets on Tuesday or Wednesday.  
8 Hank and Sally saw Mount Rushmore in South Dakota.  
9 San Jacinto and San Luis Obispo are in California.

