

Learn 7 and 3 – Type this entire lesson, print, and have parents initial that you typed this page and used correct keyboarding technique.

Type 1 line of j7j7j7j7j7.....  
Type 1 line of ju7ju7ju7ju7.....  
Type 1 line of d3d3d3d3d3.....  
Type 1 line of de3de3de3de3.....

j j 7j 7j jj 77 j7j j7j 77j 77j Reach up fo 7, 77, and 777.  
Key the figures 7, 77, and 777. She checked Rooms 7 and 77. } 2X  
d d 3d 3d dd 33 d3d d3d 33d 33d Reach up for 3, 33, and 333.  
Add the figures 3, 33, and 333. Read pages 3 to 33 tonight.

Key 33, 37, 73, and 77. Just 37 of the 77 skiers have come. } 3X  
Please order 7 Model 337 computers and 3 Model 737 printers.  
On August 7, the 33 bikers left on a long trip of 377 miles.

face pump ever milk area jump vast only save upon safe union } 2X  
As we were in a junk, we saw a rare loon feast on a crawdad.  
quay hand also body lend hang mane down envy risk corn whale  
Tisha is to go to the lake with us if she is to do the work.  
with only they join half safe born free firm look goal rates  
I sat on the airy lanai with my gaze on the sea to the east.

\*\*\*Type the following paragraphs one time each.

Time and motion are major items in building our keying power. As we make each move through space to a letter or a figure, we use time. so we want to be sure that every move is quick and direct. We cut time and aid speed in this way.

A good way to reduce motion and thus save time is just to keep the hands in home position as you make the reach to a letter or figure. Fix your gaze on the copy; then, reach to each key with a direct, low move at your very best speed.