

Lesson 18 – Learn Tab - Type this entire lesson, print, and have parents initial that you typed this page and used correct keyboarding technique.

Key each line (paragraph) twice - begin with a tab on each line. Only hit a return after each "paragraph" (before the next tab)

The tab key is used to indent blocks of copy such as these.

It should also be used for tables to arrange data quickly and neatly into columns.

Learn now to use the tab key by touch; doing so will add to your keying skill.

If you hold the tab key down, the cursor will move from tab to tab across the line.

an me so en if em by he ox go am do is no or in to
She may go to the city if he can fix the old auto.
The best dancers are: Ana and Jose; Mag and Boyd.
Did Ms. Paxon send us the letter from Dr. LaRonde?
Masami saw the game on ESPN; Krista saw it on NBC.
The AMS meeting is on Tuesday; the DPE, on Friday.

ad my we in be on at up as no are him was you gets
girl quay turn rush duty down maps rich laid spend
an ad to fix an oak to get the zoo via jet in turn
if they to risk by them the duty and paid she kept

He is to aid the girls with the work if they wish.
Jan may go to the city for the bid forms for them.
He may go to the lake by dusk to do the dock work.
I did all the work for the firm for the usual pay.

**Key each paragraph one time. Don't forget - only hit a return at the END of the paragraph.

Be quick to excel in form and speed. If you do, you can move back a word or two and watch the errors fall away. Keep this in mind as you work.

You might be amazed how your speed will grow if you first push for speed and then level off to take control at just the right speed. Try it now.