

NOTE to the parent/guardian/teacher/student:

The main goal of the *Touch the Future* computer keyboarding program is to teach students the correct method of TOUCH keyboarding using an alphabetic approach. TOUCH typing, control and use of keys without looking at the keys, is the long term goal or expected outcome. Only alphabet and some punctuation keys are introduced in this program.

Students are eager to learn keyboarding and it should be fun for them. Speed should not be a factor. Students between the ages of 9 and 11 usually write between seven and ten words per minute, so keying any faster than 7-10 words a minute will allow them to compose much faster on any keyboard. Speed and accuracy will develop with time and practice. It took practice to learn to ride a bike, and falling down was part of the learning process. Other examples like swimming, baseball, soccer, tennis, playing a piano, handwriting or anything that requires learning a skill takes a lot of practice.

Finger placement on the HOME ROW (ASDF JKL;) is very important. On computer keyboards there are "bumps" on the J (pointer right hand) and F (pointer left hand) which are reminders for finger placement. Tactile cues can be added on any keyboard. When fingers are placed correctly on the home row keys, the G and H look up, which means GOOD HABITS are being formed.

The program teaches the student to keep a steady pace while keying. This is introduced by using the song "*Twinkle, Twinkle Little Star*" and using the beat of the song for the sample of rhythm to use when keying.

The program has 10 lessons with 20 parts. I recommend that students do one part per sitting for 20 minutes and 10 minutes additional practice. After completing the book, the student should go back and continue to review and practice. If a computer is available, the student should practice daily keying stories, word lists, letters to friends or relatives, or creating their own word games. The program can also be completed over 10 days in a school setting.

Number and symbol keyreaches are not included; however, students can see the line or street of the number or symbol home key and use the correct finger to key the number or symbol.

Enjoy the journey!







Jean I. Wheeler



## WHAT ARE HOME ROW KEYS?

Just like you have a home to go to each night after school, each of your fingers has a special keyboard home. Each finger returns to this special home after every key reach. The keys are called *home row keys* and are:

A S D F J K L ;

On computer keyboards there are “bumps” on the  (right pointer finger) and  (left pointer finger) which are reminders for finger placement. When you have your fingers placed correctly on the *home row keys*, the  and  look up at you which means you are forming ood abits! Look at the chart below to see the correct placement of your fingers on the home row keys.

## WHAT ABOUT THE OTHER KEYS?

Now that you know there are home row keys, you might be wondering how you type or reach for the other keys on the keyboard. These are called *keyreaches* and you will learn them one at a time using the *alphabetic approach*.

## WHAT IS THE TOUCH METHOD OF KEYBOARDING?

Students are always eager to learn keyboarding and it should be fun. It probably takes you a long time to type a story or a poem on the computer. You might use the “hunt and peck” method which is to hunt for the key and then peck the letter you need.

Touch keyboarding is a method of keyboarding that allows you to find your way around by feel (touch) with your fingertips. You don't have to “hunt and peck” anymore. With *practice*, you will be able to keyboard faster than you can write.

The *home row* is important in the touch method of keyboarding because your fingers know exactly where to return home to get ready for the next keystroke.

You are about to start a journey to **TOUCH THE FUTURE** by learning all the keyreaches on the keyboard. Have fun and practice, practice!!!

## HOME POSITION ON HOME ROW KEYS



## LESSON 4 GOAL

To learn and control the  
LEFT HAND KEYS of  
ABCDEFGG

### LEARNING NEW KEYS

- \* Use these steps to learn all new keyreaches.
- \* Locate the key on the chart.
- \* See which finger strikes the key.
- \* Place curved fingers in home position.
- \* Watch the finger reach to the new key, strike the new key, and hop back to the home key.
- \* Stroke your keys with a quick and snappy TOUCH!!

### LEARN THE [B] KEY

#### LEFT POINTER FINGER

Locate the [B] key on the chart. Use the home key [F] pointer finger. Reach down and quickly strike the [B] and quickly return to the home key [F].



### LEARN THE [C] KEY

#### LEFT MIDDLE FINGER

Locate the [C] key on the chart. Use the home key [F] to reach down, quickly strike the [C], and bounce back to the home row key [F].



## LESSON 4

### LEFT HAND KEYS

A B C D E F G

Making errors is part of learning keyboarding. Be sure to look at the chart if you forget where a key is located.



### Part 1

### ★ WARMUP - REVIEW HOME ROW KEYS

(Key each line at least 2 times. You need to warmup every time you keyboard.)

1. asdf jkl; a; sl dk fj a; sl dk [RETURN]
2. as lad dad fad ask asks sad ;; [RETURN]
3. lads jaks adds as lass; salad; [RETURN]

### ★ PRACTICE THE [B] KEY

(Remember HOME POSITION!! You already know the keystroke A, so B is the next letter to practice.)

4. fff fbf bfb ffb fff fbf ff bb [RETURN]
5. bbb aaa bad fab bad baf basks [RETURN]
6. fbf fab dab fads fabs babs bf [RETURN]

### ★ PRACTICE THE [C] KEY

7. ccc cdc dcd dcd cdc ccc dd cc [RETURN]
8. aaa ddd cad cas jac dac cass; [RETURN]
9. dcd cad call caj cad caj jack [RETURN]



## Part 2

### ★ **TWO L'S IN SATELLITE**

Keyboard the following words with double consonants. See if you can think of more.

1. satellite babble flabby llama
2. dwell ellipse gimmick grammar
3. hippo pebble hiccup muffin all
4. balloon gallon gallop moccasin

### ★ **SPACE PATROL LOOKING FOR HOMONYMS**

(Words that sound alike, but are spelled different and have different meanings.)

5. some sum write right four for;
6. sun son steal steel would wood
7. male mail site sight hare hair
8. oh owe blue blew threw through
9. hear here flour flower fur fir

### ★ **OUT OF THIS WORLD SENTENCES**

Keyboard the sentences and add more of your own.

10. Your brother is all ears.
11. Josh is in the doghouse again.
12. Watch for the fork in the road.
13. I get cold feet before tests.
14. Don't yell your head off man.
15. Sinji is going bananas over it.
16. Uri is nervous and tongue tied.
17. Stay levelheaded when driving.

Don't forget to **WARMUP** before you start to keyboard. You need to warmup your fingers just like you warmup for soccer, piano, singing, or many other activities. Warmup by keying the alphabet at least three times.

Give yourself a good **WORKOUT** or practice. You will have a good feel for keyboarding if you practice touch keyboarding without looking at the keys. You will be able to keyboard more stories, reports or poems.

Remember your **SEVENTH INNING STRETCHES** so your hands, arms, and neck won't ache. Stay relaxed as you keyboard.