

Keyboarding - Weekly Task List & Performance Objectives

Week 4: [Learntyping.org](http://learntyping.org)



Beginner Typing Lessons Intro Home Keys & Correct Finger Position

Read the **WRITTEN INTRODUCTION** or scroll to [watch the video intro](#) beside the keyboard below.

Beginner Typing Lesson 1 has two parts. If you have never done typing before or taken typing lessons or if you are a 2, 3, or 4 finger typist, you must work through **EVERY beginner typing lesson, IN ORDER**, so that you can lay a **GOOD TYPING FOUNDATION** for your typing success.

The first image below shows the overall keyboard layout for a **QWERTY** keyboard.
The second image shows the **Home Keys** for the left and right hand. **A S D F** on the left and **J K L** ; on the right.

They are called the Home Keys because these are the keys your fingers must return HOME to after typing any other key.

On the Learn Typing course your right index finger will type using all the **RED** keys (no. 1 red) and your left index finger will type using all **BLUE** keys (no. 1 blue). Most computer keyboards have small bumps on the F and J keys to help find them without looking. As you progress through the beginner typing lessons, you will learn the correct finger position for all keys.



Day 1-3: LearnTyping.org COMPLETE EACH LESSON TWO TIMES. MAKE SURE YOU ARE TAKING SCREEN SHOTS OR SNIPPING EACH LESSON AND PASTING IT ON TO SKILL-BUILDING TEMPLATE.

Lessons: 1 – 7 Beginner Level (Home Row & Basic Keyboarding Lessons)

<https://www.learntyping.org/beginner-typing-lesson-1a>

<https://www.learntyping.org/beginner-typing-lesson-1b>

<https://www.learntyping.org/beginner-typing-lesson-2a>

<https://www.learntyping.org/beginner-typing-lesson-2b>

<https://www.learntyping.org/beginner-typing-lesson-3>

<https://www.learntyping.org/beginner-typing-lesson-4>

<https://www.learntyping.org/beginner-typing-lesson-5>

<https://www.learntyping.org/beginner-typing-lesson-6>

<https://www.learntyping.org/beginner-typing-lesson-7>

DO NOT FORGET: WHEN FINISHED WITH EACH LESSON, “SNIP-IT” A COPY AND PASTE INTO YOUR WORD FILE. COMPLETE EACH LESSON 2X’S (THIS IS TO PRACTICE YOUR FINGER, HAND AND ERGONOMIC POSITIONING.)

Day 4: LearnTyping.org

Lessons: 1-7 Advanced Level (Sentence Typing Lessons)

<https://www.learntyping.org/advanced-typing-lessons-1>

<https://www.learntyping.org/advanced-typing-lessons-2>

<https://www.learntyping.org/advanced-typing-lessons-3>

<https://www.learntyping.org/advanced-typing-lessons-4>

<https://www.learntyping.org/advanced-typing-lessons-5>

<https://www.learntyping.org/advanced-typing-lessons-6>

<https://www.learntyping.org/advanced-typing-lessons-7>

DO NOT FORGET: WHEN FINISHED WITH EACH LESSON, “SNIP-IT” A COPY AND PASTE INTO YOUR WORD FILE. COMPLETE EACH LESSON 2X’S (THIS IS TO PRACTICE YOUR FINGER, HAND AND ERGONOMIC POSITIONING.)

Day 5: LearnTyping.org & Skills Testing (GWAM)

Lessons: Speed and Accuracy Testing

Instructions: See testing sheet provided by teacher

GWAM, what is it and why is it important?