

To type the Hyphen key, look at the hands below as they demonstrate the correct finger to use.



You can view this reach demonstration at any time by clicking the **Show Reach** button on the lesson screen.

Keyboarding A Short Course

**William M. Mitchell, James LaBarre, K.
A. Mach**



Keyboarding A Short Course:

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Keyboarding/typewriting for Personal Applications Berle Haggblade,John A. Kushner,1993 Keyboarding Annell Lacy Simcoe,1991 M CREATED **Applied Typing and Information Processing** Archie Drummond,Anne Coles-Mogford,1994 Revised to reflect recent advances in technology this is a course for intermediate and advanced typing word processing programmes It includes photocopiable documents for completion of the exercises as well as displayed answers to all exercises not already set out in the main text In this edition extra information and exercises are included on language arts skills which include a punctuation review the use of prepositions subject and verb agreement word comparisons such as accept except and advice advise

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