

## Section 1

Introduction: *Home-row Keys, Return, Space Bar*

## 1.1 Work Area Arrangements:



- Clear desk of unnecessary materials.
- Place keyboarding text to the right of your computer monitor.
- Align the computer keyboard even with the edge of your desk.

## 1.2 Hand / Finger Placements:



- Fingers should be curved over home-row keys so that you key with the tips.
- Fingers should be placed lightly over home-row keys. They should not rest on the keys.
- When hands are correctly placed, the sides of both thumbs should rest lightly on the space bar.
- Wrists should be low, but not in contact with the edges of the keyboard or desk.
- Forearms should have the same degree of slant as the keyboard.

## 1.3 Proper Body Positions:



- Body should be centered in front of the **J** key on the keyboard.
- Body should be a hand's width away from the desk.
- Body should be erect and back in chair.
- Body should lean forward slightly from the waist.
- Feet should be flat on the floor, one slightly in front of the other for balance.

1.4 Introduction to Home-row Keys—**asdf jkl;**—and the Space Bar

(15 min.) Key each line once; return at each line ending. Double-space (DS) between line groups. (Do not attempt to key line numbers; they are for reference only. This applies throughout text.)



Use a quick-map motion when you strike each key.

## FACT 1

Space once after a semicolon.

```

1  f d s a j k l ; f d s a j k l ; j j f f k k d d l l s s a a ; ;
2  f d s a j k l ; f d s a j k l ; j j f f k k d d l l s s a a ; ;
3  f f f f f f f j j j j j j f f f f f f f f f f f f f f f f
4  f f f f f f f j j j j j j f f f f f f f f f f f f f f f f
5  d d d d d d d k k k k k k d k k d k d k d k d k d k d k d k
6  d d d d d d d k k k k k k d k k d k d k d k d k d k d k d k
7  s s s s s s s l l l l l l s l l s s l s s l s l s l s l s l s l
8  s s s s s s s l l l l l l s l l s s l s s l s l s l s l s l s l
9  a a a a a a a ; ; ; ; ; ; ; ; ; ; a ; a ; a ; a ; a ; a ; a
10 a a a a a a a ; ; ; ; ; ; ; ; ; ; a ; a ; a ; a ; a ; a ; a

```

# Keyboarding And Document Processing For Windows 7th Revised

**Joe Kraynak**



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**Keyboarding and Document Processing Sixth Edition** A. M. Drummond,Anne Coles-Mogford,2014-11 New technology is having a dramatic effect on the office world accordingly the secretarial role is changing In the light of this development First Course the comprehensive elementary typing programme has been completely revised and updated First Course Sixth Edition provides a flexible keyboarding text that is planned and designed for the success of the individual in an open learning situation or in a group setting **Gregg College Keyboarding and Document Processing** Scot Ober,1999 **Microsoft**

**Word 2002 Manual for Gregg College Keyboarding & Document Processing** ,2006 **The Complete Idiot's Guide to Microsoft Windows 7** Paul McFedries,2009-10-06 For Windows users 7 might just be their lucky number This guide offers a smoother transition for users moving from an older version to Windows 7 Along with simple step by step instructions and numerous useful examples readers will learn how to use new tools find applications and files instantly navigate efficiently use wizards and dialogue boxes better use the improved Windows firewall get the most out of the new Explorer and use the many new options More than 90% of new Intel based PCs by far the dominant type ship with Windows pre installed Many users soon must update with Microsoft no longer supporting XP after 2009 Author teaches basic skills to newcomers and is widely recognized as an expert on Windows **Windows 7 Bible** Jim Boyce,2011-01-31 This comprehensive reference by a Microsoft expert covers all aspects of the new Windows release The much anticipated release of Windows 7 will have numerous changes and you ll need a complete guide to take full advantage of all it has to offer Windows 7 Bible covers navigation changes such as pinning to the task bar full screen preview with invisible windows Jump Lists Home Group Sticky Notes and many others It shows you how to use Internet Explorer 8 including features like Web Slices and Network view changes and guides you through all the new desktop features This reference thoroughly examines all three parts of the new platform Windows 7 Core OS the Windows Live applications and Windows Live Services Windows 7 Bible shows you everything you need to know to make the most of Microsoft s new operating system Covers Windows Live Essentials including Windows Live Family Safety Mail Messenger Movie Maker Photo Gallery Toolbar Writer and Microsoft Office Outlook Connector Shows how to use Windows Live Services including Hotmail and Spaces Explores new features including Desktop Gadgets Gallery Desktop Windows manager updated Fax and DVD Maker an updated Devices and Printers option and Sticky Notes Explains new features in the Calculator ribbon features in applets such as Paint and WordPad the new Media Center and searching updates Fully covers the first complete overhaul of applets in a decade With Windows 7 Bible at your side you can learn as much or as little as you need to know for the way you use Windows **Business**

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**Windows 7: The Missing Manual** David Pogue,2010-03-19 In early reviews geeks raved about Windows 7 But if you re an ordinary mortal learning what this new system is all about will be challenging Fear not David Pogue s Windows 7 The Missing Manual comes to the rescue Like its predecessors this book illuminates its subject with reader friendly insight plenty of wit and hardnosed objectivity for beginners as well as veteran PC users Windows 7 fixes many of Vista s most painful shortcomings It s speedier has fewer intrusive and nagging screens and is more compatible with peripherals Plus Windows 7 introduces a slew of new features including better organization tools easier WiFi connections and home networking setup and even touchscreen computing for those lucky enough to own the latest hardware With this book you ll learn how to Navigate the desktop including the fast and powerful search function Take advantage of Window s apps and gadgets and tap into 40 free programs Breeze the Web with Internet Explorer 8 and learn the email chat and videoconferencing programs Record TV and radio display photos play music and record any of these to DVD using the Media Center Use your printer fax laptop tablet PC or smartphone with Windows 7 Beef up your system and back up your files Collaborate and share documents and other files by setting up a workgroup network      PC Basics with Windows 7 and Office 2010 Kim Lindros,2010-10-12

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