

# Skillbuilding

Smoky Valley Virtual Charter School

Keyboarding Section I

Key each line 2 times. Continue keying the lines until told to stop

## Warm-up

fuzz busy flat apex gash avow junk quad czar mink  
A good first impression must be made immediately.  
Rob moved a psychology quiz to next week for Jay.

Key each line 2 times

## Space Bar

up by rod hub cue dry mow zip elk jaw van era  
do we fad wet tab boy hid lug mug zap box kid  
in my car zoo tag pop vat jar lid yam fix war  
so to add fun joy run sew lad man did nip was

## Shift Keys

Quinton Robert Farris Cheryl Eunice Xavier  
Juliet Noelle Ulysses Ingmar Hunter Yasmin  
Tamara Zachary Quenna Surora Bryant Salome  
Mignon Jeffrey Yvette Olinda Harold Joanna

## Tab Key

We read the daily newspaper to learn what  
is going on in other countries. Do you read it?

Do you read or watch the news? If you  
don't you should. How will you learn what is  
happening.

## Punctuation Spacing

Accounting is a good course. I am taking it soon.  
Dr. Tim Bellio, Ph.D., is in the U.S. or the U.K.  
Please turn on the TV; my favorite program is on.  
Mr. C. L. Brickman and his son, T. J., are home.  
We must talk to two people: Anthony and Consuela.

*Key each line one time. Leave a blank line after each set of lines by pressing the RETURN key 2 times.*

## Independent Practice

se seats seal pulse lease seams eases sedan mouse  
gr great gray grows grain grade grass groan grave  
lo love glove ploys clock locks flock block lobes  
dr draft drift drive dress drama drums drab drape  
  
av lava paved avert favor shave avoid brave raven  
nk drink pink links crank plank sinks honks blank  
sc scar scare scant scrap scent scoot scold scone  
ba barks bare barns barb baby back bang bald bath