

**GOROKAN SENIORS COMPUTER CLUB**  
**THE TWO MINUTE TIP BY JANICE JANES**  
**Monday 2nd August 2010**



**A GUIDE TO THE CORRECT KEYS**

We learn the alphabet at school but the letters are not in the same order on the keyboards of our computers.

So as well as learning the mysteries of the operation of our computers we are frustrated that we have to hunt for the letters.

You can go to the library for a book by an expert or to classes to learn how to type and practice for hours.

However, anyone can use this simple base where the fastest touch typists all start.

Even if you only combine some of the correct key placements with your one finger style you will be more comfortable and not have to cross from side to side so many times.

EXERCISE:           The simple way is to place your fingers on the top row

**LEFT HAND FIRST ROW**

The little finger hits the Q  
The next finger hits the W  
The middle finger hits the E  
The index finger hits the R and the T  
The left thumb hits the space bar

Hit the return

**RIGHT HAND FIRST ROW**

The index finger hits the Y and the U  
The middle finger hits the I  
The next finger hits the O  
The little finger hits the P  
The right thumb hits the space bar

Hit the return

Do the same on the next 2 rows

QWERT(space)YUIOP(return)

ASDFG(space)HJKL;(return)

ZXCVB(space)NM,./

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**A GUIDE TO THE CORRECT KEYS (cont)**

A few words on the logic of the layout of the keyboard may also be of help.

The person who invented the typewriter designed the keyboard so that the left hand uses the left side and the right uses the right side to save as much time as possible.

He estimated the most common usage of the letters and distributed them between the two hands.

You will notice that the Q, the Z and the X are all out of the way as are the semi-colon and forward slash.

The rows are evenly divided in lines of 10 which give us the 26 letters of the Alphabet and the Comma, the Semi-colon, the Full Stop and the Forward Slash.

As the comma is always followed by a space and the full stop by two spaces, these keys sit on the bottom row nicely positioned above the space bar.

The five vowels AEIOU are also close together. The left hand does the AE and the right hand does the IOU.

He intended the little fingers to hold down the shift locks.

So the right little finger holds down the shift lock and the left little finger hits the A on the top row; the idea being to leave the fingers on both hands ready for action.

On our computer keyboards we usually have a place to rest the heels of our hands which was not available on typewriters so rely on this feature too.

**QUICK SUMMARY**

When you go home you already know that E is middle left finger top row and I is middle right finger top row.

**HAPPY TAPPING FOLKS!!!**

