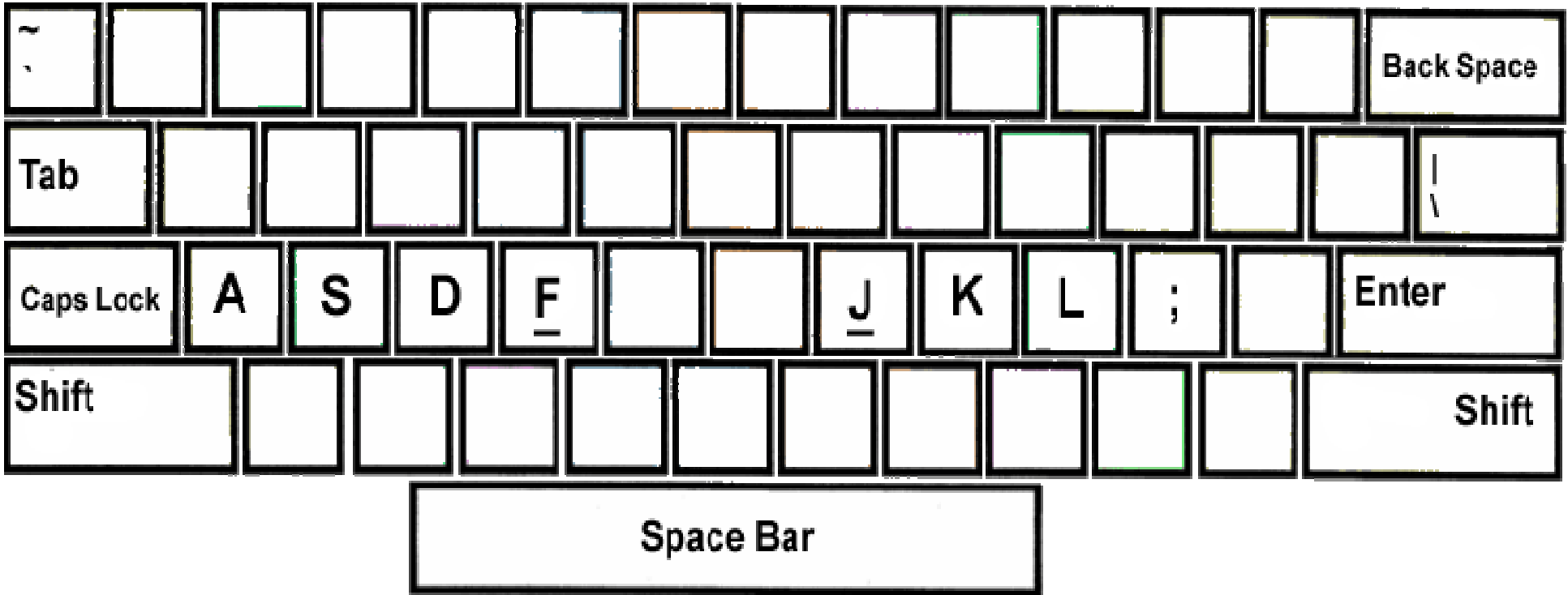


Keyboarding Worksheet

Directions: Color the keyboard to correspond with the correct finger as directed by the teacher. Write in the key names as you learn them.



CALCULATING WPM (Words Per Mins):

1. Type the "timed" lesson as directed.
2. Double Click the WORDS icon on the bottom left of the window (above the taskbar).
3. Open the computer calculator.
4. In the Calculator, click in "Characters with Spaces"
5. Divide / by 5 (One word = 5 key strokes)
6. Divide by number of mins.
7. This number is your WPM