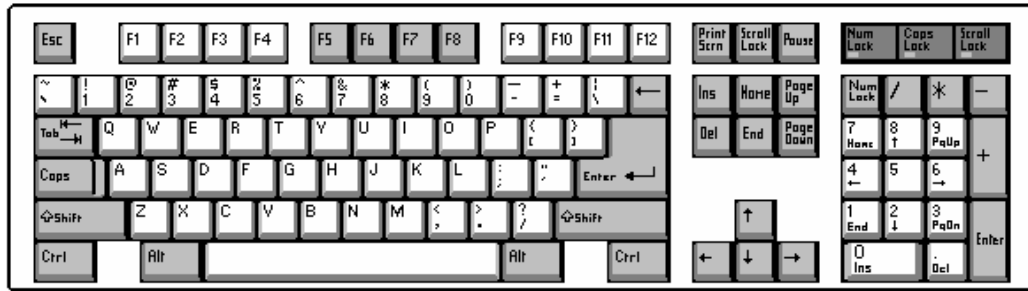


# EASY TYPING TUTORIAL

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## 1. Learning a, s, l, ; (semicolon) and Space bar

as sl l ; a ; l ls sa a ; ssl s;l ; ;ssl;aa aass aassll assll; llss llssaa llssaa llssaa ; ;ll;llss



;llssaa all; as all; alas; sass all;  
as a ;ass lass; sass a lass; alas  
all sass sal; as all sass a lass;



## 2. Learning d, f, j, and k

df fj kd kj jf fd dk ff jj ff jjkk ffjjkkdd  
dfff ddfjj ddfjjkk jffd jffddkk kkj  
kkjff kkjffdd df fj jk kd jf kjk fjdk dff  
kaf kal asks dad; jas adds flasks; alas a flask falls; jal asks as  
flasks fall; jas asks dad as kal adds alfalfa salad



## 3. Learning g and h

fgjh ghfj fj ffgg ffgghh ffgghhj gghh gghhff ffjj jjhh jjhhgg jjhhggff  
hhgg hhggjj hhggjjff asdfg hjkl; gh fj ask glad hah; sad hag has  
flag; dad had slag; lass asks gall; gad had sad dad alas; ask;  
sag hal gal dak hag haj; jal asks as flasks fall; asks dad as haaal adda alfalfa salad; gaga  
h;h; agag ;h;h saga j;l saga j;l sag gh gh fgh hjk fgh hjk kjh hgf hgf hgf ghjfk ghjk f h jj hh g  
dfg hjhkl lkjh dfg



## 4. Learning t and y

f ft jhyy gh gy th ty ffgg ffgghh ffgghhtt gghh gghhtt gghhtty jhh jhhgg jhhggyy hhgg hhggyy  
hhggyytt that shaggy yak; a fat flask shall task fhy yak;  
glad lady had thy saggy hat; that shady hall has a  
shaggy stall gly says thy last gag falls sadly feat;



gaddy hatty lags as a glad lad taigas a lass fay asks that thy las fly flags that glad day qwert  
yuiop qwert yuiop still still yes yes yellow yellow stil yu

### 5. Learning e and i

de ki ei dk ddee ddeei ddeeiikk eeii eeiikk eeiikkdd kkii kkiiee  
kkiieeddiiee iieekk iieedk dd dkei dki dfjk deik kids like saads;  
flag sagged; lead glad jibb as sal leaks gasi lake seled like  
ske; high hill didi high flask has faked kids; dike leaked dill egg; kids ask dad feed fish eit  
etos ei ei ie ie eieiei eiei ieie rei reio



### 6. Learning r and u

fr ju de ki ku fe ji fru fruu fruuu dll derr feerruu juu juur juuree  
kii kiiuu kiiuur fed freida fish gus judt likes judge says that iss a  
truly just rule; if their kite flies farthest they shall rule; if their  
kite flies farthest they shall shriek; that guy just let his rusty shiff drift as he fished; he uses a  
large red lure as he fishes the great lakesi sue sails; rudy reads harry is a hiker jill is a juggler  
rury ury terry ru



### 7. Learning q, w, o and p

sw lo aqa ip aw io sq sww swooo swoopp aqq qqww  
aqqwwoo loo looww loowwqq aqq aqqww loo looww jogs  
quite slowly; your pop quated the word quite slowly ; joy  
should juddt write as short offer or request; jelly old pop quiooed that he was too old to quiet  
for good perhaps those people would work for profit or wordly power; other powerfull people  
would work quite well for a wasthy purpose; the squire will put spurt to his quite wild horse to  
go foorth at a jog jag jop jew jaqu woppy qwert poiuy qwert poiuy qwert poiuy trew yuio yuiop



### 8. Learning v, b, n and m

fv fb jn jjm vm bn vn mb fvv fvvbb fvbbnn fbb fbbnn fbbnnmm  
jmm jmmnbb jnn jnnbb jnnbbnn bob and Wilbur have driven  
mom and ann home; baked bread; most moomms know that's  
many very messy babies need diksi most babies good milk never believe the battle is over  
until you have done your very best; neither the vat river nor balling brod moves a bit faster if  
pushed; victory bean



### 9. Learning x, c, , (comma) and . (period)



dc ki sx l. dx k. dcc dcc; dcc;;" sxx sxxcc sxxcc., k., k,.. k,..xx  
l.. l.,,cc be coxed to exercise oxen, cows, max cannot be  
coaxed to exercise. oxen, cows, and calves are common  
examples of boriness the titles mr., mrs., md., and de. are concise expressions for a city  
street. we can expects and excess expenses exceedingly carefully zxcvb nm,./ zxcvb nmm,/  
zxcvb nm, ./,mn bvcxz /,mn bv

### 10. Learning z and " (apostrophe)



az i' sz l' azz ii azzii" szz szzii lzz lzzss lzzss" l"zzaa  
l"zzaa lzz lzzss" she won't zip zipper zealously unless  
shes's zessfull. we'll see zebra, and ozon and axlikes  
animal at zoo. we won't want what he can't have zelda's new azure chet's zipper needs fixing  
but he's to lazy zing went the zitners's strings as red played zack's zang zesby song zorro  
jum'at za'za ta'lim zainal zi'zag zi'zag zi'gaz z'zz'

### 11. Learning Right Shift

FR DE SW FT GB VC XZ Am Sally Debby Fred Greg Led Rod Ed Wally Quentin Zach Xerox



Carla val Bobby February April August September December  
Tuesday Wednesday Thursday Friday Saturday Sunday Atlanta  
City, Dallas, Fort Wayne, Geneva Samarinda East Borneo,  
Encyclopedia Britannica World Book Amelia Earhart was first woman to cross the Atlantic by  
Airplane. Congress gave the American aviatrix the Distinguished Flying Cross Jones Val

### 12. Learning Left Shift



Ki LO LP JM JN JH JY Harold John Ken Laurie Yvonne Novie  
Ursula Ian Oliver Ping Paula July October November Monday  
May June New Year's Lincoln, Knoxville, Jacsonville, Henry,  
Volcano on Mt. Mauna. Loa Janan Indonesian Idol, King of the Pop, One of the first  
members of the United Nations was the United Kingdom, My name is Porter. I did know what  
did you do at last Monday. Mr. and Mrs. Keating. Mr. Falah\_Yu was born on Malang  
KucecWara

### 13. Learning : (colon), ? (question mark) and " (quoties)



l: l" l? k: k? ?" ": date: "quote" Time? Bringing a "friend?" the colon:  
Always type two spaces after colon. Type one space after a comma,

before a quote. Example: She says: "Hi" Type two spaces after ? or as in this example "Hello? Yes. I will. "Mrs, Paul Revere to husband. "But isn't it My turn to use the horse?" Joke: "What do you call a cow standing on a hill?" Answer: "Lean meat". "Possible name choices: " Sue?" "Ken?" "Daven?" "Ann?" "Marry?" "John?" He: "When?" She: "How' They: "Where?" "Me: "I don't know. Do you?" Angry man to dog: "Where you on the couch, Fido?" What dog

14. Learning 3, 4, 7 and 8



f4 j7 d3 k8 d4 k7 f3 j8 f44 f4477 f447788 d333 d333444 d334477 3478 the sum of 34 and 44 is 78. 87 minus 3 equals 84. Grandfather is 87 years old today. His son is 43. The numbers one to nine are usually written out: "four, "not "4. "there are certain exceptions. Time is written "3:48", "7 pm" etc. Percentages are "4 percent" "7 percent"; proportions are "8 to 3 odds. " A number greater than nine is usually written in numerals: "784 people.

15. Learning 1, 2, 9 and 0



22 19 a1 ;0 a2 :9 sl 10 s22 s2299 s229900 a11 a1122 a1122 s9 199 1992211 ;00 ;0099 ;000999222 1902 29<sup>th</sup> 1990 10 years, 9 months 29 days and 22 hours later ... 19 baby garooches weighing 9,012 pounds each were born on Zycon. Use singular knots for numbers less than one: "0,29 ton, "not "0,29 tons. "the number 0 is the expection to this rule, "0 seconds, "not "0 second. "Numbers in the millions can be written as "2.900.000" or "2,9 million. "However, billions must be written in numerals, as in "12.192.000.000. "A billion means 1.00 million in the Indonesia and a million elsewhere

16 Learning 5 and 6



f5 j6 t5 yb d5 k6 fb ftt ftt5 ft5566 jyy jyy66 jyy6655 juju66 juu6655 56 6<sup>th</sup> suite 650, South City, ZIP code 955656 A Standard. Page has 66 lines, leave 12 lines at top, 6 lines at bottom. Write decimals as numerals: 5,6. 6,5. 64,5. 55,6. 36,57. 46,59. Put a zero before the decimal point in numbers less than one "0,5655". Use numerals of two or more occur in sentences with numerals as: "560 people live in South Fork. 'Write the number but, or rewrite: "The population of South Fork is 560. "Computer memory is expressed as "256K, "640K, "etc.; 1 K equals 1024 bytes.

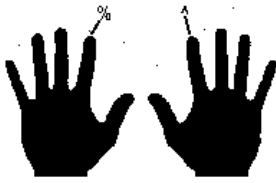
17. Learning -- (hyppen), = (equal)



;- ; = 1- ;;- ;;=== ;;===; \--===; \==---; --; --ii eekk =ii ==ii\ ==ii-- 11kk -ii== Subtraction is denoted by the minus sign , "-", "as in "5-3=2 "Equals" is donated by "=9-1=9. 10-4=6. Use a hyphen "-" between numbers ans units modifying nouns: 8-inch. 6-m-diamter pipe; 100-year-old culture; 9-

second delay; 6-person team/ Express fractions in decimal forms: "0,5" or "0,64". "Do 100 push-ups every day: 50 in the morning and 50 in the evening.

18. Learning % (percent) and ^ (caret)



ff% %jj ff% %jj^ j^ j^ff j^ff% ^jj ^jjkk ff% %jj^ j^ff j^ff% ^jj^ ^5^ ^^% ^^ the care "^", is used in BASIC programs for exponentiation: 4^2=16. 6^3=6\*6\*6=216. 2^3=8 and 3^2=9. During World War I, increase in prices exceeded 65%. The total cost of a \$

1,770 purchase with 8,25%. Sales tax is # 1,916.02. Use the ^ to indicate a point of insertion

19. Learning ! (exclamation point) and @ (at sign)

a! s@ s! a@a aa! Aa!!ss aa!!ss@@ ss@@aa!! !!aa !!aa@@ Use an exclamation mark, ! to express force: Help! I'll be back! The @ sign is used to show volume: 2 pcs @ Rp 10.000. 4 pcs @ Rp 5.000 each x 2 pcs @ Rp 12.000 each= how many rupiahs?. The @ sign can be used in place of the word "at". yn\_valah@plasa.com. please contact my email: guruvalah@yahoo.com or falah\_yunus@telkom.net or yn\_valah@plasa.com. Hush! The cat comes. Hurra! The school is over. Oh! That's pity. Alas! you lost the game. Bravo! That's what I want. What a good idea!

20.

asdf jkl; asdf jkl; asdf jkl; asdf jkl; ;lkj fdsa ;lkj fdsa ;lkj fdsa dasa kala dasa kala dasakalah ;kjh lkjh ;lkjh gajah dadah gajah dada flask fal qwert yuiop qwert poiuy trewq yuiop yuiop yuiop trewq trewq yui tre yui tre yuitre yuitre yuitre erop erop erop erop derop deropa deropas. Zxcv nmnm,,. Zxcv nm,./ zxcvb nm,./ zxcvb nm,./ vcxz nm,. Vcxz.,mn zxcv .,mn zxcv .,mn nm, vcx bnm, vcx vcx nm, bn bv bn bv nmcx nmcx nmcxz. Aku sukak sku sukak kolak pisang aku suka kolak pisang aku suka kolak pisang ucok babah ucok baba bukan presiden luka lama kita luka lama kita luka lama dalam hal ini dalam hal ini dalam hal asa ;!; asa ;!; miki fvrf miki vrvf miko fvrf fvrfv decs lo,l decs lol,; asa ;!kl Xerox Xerox Xerox polma polma polma polma kolam kolam kolam kolam kalam kalam akal aqas aqal aqas aqas saqa sqa saqa saqa dsa buq buaq buah bolk bolok buah bolok boaq buaq buroq buroq buah boloh hudoq hudoq dog dog dogcar dogcar hudoq nyinaq sisilia nyinaq mibang mibang gilen gilen glenn glenn sisilia fgfgfgfg jhjhjh fgjhfg fg jh fgjh fgjh al kitab al kitab al'quran al quran fir'aun fir'aun firman firmansyah firman firmansyah filma filam gulma filma gulam gula

21.

Falls fad falls flask fall dad all falls flask fall fal dad fad fall ask ask add alfalfa falafala lads lads fall falls alfa alfalfa fala falafala ask flask ask asks salad fad jas jas jahad jahad kala kala lada lada sagalagala sagala gala flask sahaja sahaja gagak gagak salad slada slada salad sheika uses a u ruler skillfully. Invest ion some limited edition solid brass art. Corporation statute generally permit a corporation to issue two or more classes of stock. A bank is one of the ,sot important sources of debt. Time is money. It is nice to be impotant but more important is to be nice. Nice to meet you. Long time no see. Are you boring? Well I'm too. Time is money, time is blade, time is time. Hello my name is Ping, what's your name?. I am graduate from SPB, SPB?. Sentra Pendidikan Bisnis?. Sentra Pendidikan Bisnis. Bisnis business busy very busy sentra center centering central sentral pendidikan didik pendidik dididik didikan di didik pendidikan. What's the meaning of education?, education edukasi edu eda edu

22.

Fulfill aggregate literature illiterate fulfill aghast assugwe deter asterisk aggregate gauge deferred gauge adhere adelia kimono anata kara kimono ananta astaga amin amin rais dan siswono hat harras dial dial tone dials diar diary dissuade dissoder dissoder disudet ditusuk ditusuk agaragar akan alami alamat agak agar alamat amin dan siswo amin dan siswo amin dan siswo suggest skilfull fulfill desa kita ada di sana. Kunjungi aku di <http://www.geocities.com/guruvalah> atau di <http://guruvalah.20m.com> atau kamu yang suka bahasa Inggris kunjungi di [http://prospect\\_bulletine.20m.com](http://prospect_bulletine.20m.com)

23.

Atlantic exploration has been recorded early as 1773. oxygen was discovered in 1774. a grizzly bear can run 30 mph. we went for a 12 mile bike ride last night. Warren G. Harding was U.S. Presiden from 1921 to 1923. 1 kilogram is equal to 2.2 pounds. The moon is approximately 280 thousand miles away. A garden snail moves at a speed of 0.03 mph. drink 8 glasses of water each day. Be Ourselves. No one is perfect. Our friends will not expect us to be somebody else but being ourselves. Our friends will not accept phony friends. Be with Our Friends. It is impossible to make friends if we never meet them. Most friends that we make will be people who have the same interests as we do. Therefore, it makes sense to join groups where we are likely to meet such people.

Tak ada kata selain Kamu harus mampu mengetik dengan cepat minimal 150WPM. Untuk itu setelah ini harus mengikuti tes kecepatan yang bersertifikat. Oke

24.

Be Ourselves. No one is perfect. Our friends will not expect us to be somebody else but being ourselves. Our friends will not accept phony friends.

Be with Our Friends. It is impossible to make friends if we never meet them. Most friends that we make will be people who have the same interests as we do. Therefore, it makes sense to join groups where we are likely to meet such people.

Be Friendly. Smile and say hello to others. By doing so, we will have more friends. On the contrary, if we look unfriendly, others will be reluctant to make friends with us.

Share and Compromise. To make and keep friends, we have to realize that no one agrees about everything. Perhaps somebody we have a different point of view from our friends. Yet, we have to keep in mind that when good friends disagree, they talk about things that bother them.

Be Understanding. Sometimes a friend likes to be alone and will not want to be with us all the time. If we urge to be with our friends every time, they might feel disturbed and start avoiding us. We should give our friends time for themselves.

Beside those suggestions above, it is also wise to forgive each others' mistakes. Finally, we have to realize that the only way to have friends is to be a friend.

## SOAL UJIAN TULIS

Mata kuliah : Metode Mengetik Cepat

Program : Sekretaris

1. Apa yang Anda ketahui tentang "home keys"?
2. Tuts dan jari apa saja yang digunakan untuk "home keys"?
3. Untuk mengetik kata "sentra pendidikan bisnis" dalam mengetik sistem 10 jari, maka jari yang digunakan untuk mengetik adalah ....
4. Untuk mengetik angka 545,321 dalam mengetik sistem 10 jari, jari yang digunakan untuk untuk mengetik adalah ....
5. Untuk mengetik kata "In the name of Allah the beneficent the merciful" mengetik sistem 10 jari, maka jari yang digunakan untuk mengetik adalah ....

**Selamat, semoga sukses**

