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SCHOOL:STRONG TOWER ACADEMY

SUBJECT: BUSINESS STUDIES

CLASS: JSS2

TOPIC: SPEED DEVELOPMENT AND ACCURACY SKILLS

Typing of documents requires speed and accuracy/A good keyboard user must be fast and accurate in his/her typing. One of the things needed to become a fast user of the keyboard is to develop a high level of speed and accuracy.

You are to obey the following instructions when typing:

1. Place your fingers on the home keys
2. Place your manuscript on your left hand side
3. Do not glance at the keyboard
4. Sit properly and comfortably

To start with, you should place your fingers on the alphabetic keys on the third row of the keyboard as explained below:

- a.Place the little finger of your left hand on key A
- b. Place the ring finger on key S
- c. The middle finger on key D
- d. The index finger on key F
- e. The thumb is placed on key V on the fourth row.

The fingers of the right hand are placed on different keys as follows:

- a.The little finger is placed on the key where the colon [:] and semi-colon [;] are positioned
- b. The ring finger on key L
- c. The middle finger on key K
- d. The index finger on key J and

e. The right thumb is placed on key N on the fourth row.