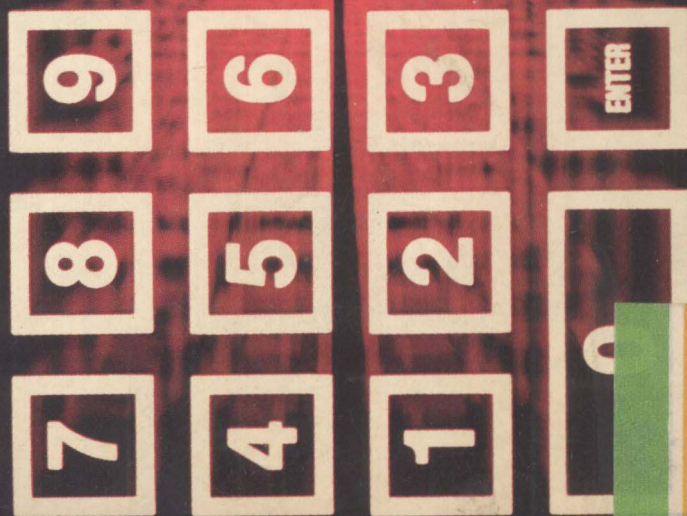


Ten- Key Touch Drills

William J. Fewkes



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Glencoe Publishing Company
Encino, California

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Glencoe Publishing Company
17337 Ventura Boulevard
Encino, California 91316

ISBN 0-02-830580-9

1 2 3 4 5 6 7 8 9 90 89 88 87 86

INTRODUCTION

The term *ten key* refers to the separate arrangement of numeric keys on a keyboard. The ten-key pad is found on calculators, cash registers, and computers.

Accountants, bookkeepers, cashiers, and data entry operators are just a few of the people who need ten-key skills in their work. Many jobs require the accurate entry of numeric data at a speed of at least 150 strokes a minute (SAM) using the ten-key pad. You will increase your job opportunities by building speed and accuracy on the ten-key pad.

This book is designed to help you develop proficiency in the use of the ten-key pad. It will enable you to increase your speed to 320 SAM and beyond.

You will begin by learning the proper reach and stroking technique for each key. Then you will be ready to work your way through a series of speed-building drills. At any point while you are working on these speed drills, you can turn to the back of the book and do another series of drills that are designed to improve your accuracy. At the very end of the book is a graph on which you can keep a record of your progress.

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The most efficient way to operate the ten-key pad is by using the touch system. Look at the illustration of the layout of the ten-key pad. Place the first three fingers of your right hand lightly on the **4 5 6** keys. These are the home keys, from which you will make your reaches to the other keys. Use your thumb to strike the **0** key. Use your little finger to strike the **ENTRY** key.

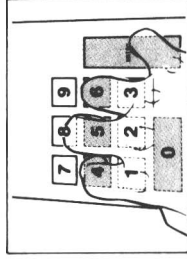
As you enter numeric data on the ten-key pad, remember to use good techniques:

Basic Posture

- Sit upright with your feet flat on the floor.
- Keep your arms relaxed and your elbows a little away from the sides of your body.
- Do not rest your hands on your machine or desk.

Keystroking

- Curve your fingers over the home keys.
- Strike the keys with a stroking motion; don't jab or poke them.
- Strike the center of each key with your fingertips as you snap your finger back toward your palm; return your finger to the key in one smooth move.



LEARNING THE TEN-KEY PAD

While completing this section:

- Turn your machine **OFF** as you learn each new key. This means you do not have to use the **ENTRY** key until the end of this section.
- Do not strike the decimal point for any entries. Most machines can be programmed to enter the decimal point automatically.
- Keyboard vertically down the page in columns. The LEARN column introduces you to new keys, while the REVIEW columns cover all the keys you have previously learned.

Place the first three fingers of your right hand lightly on the home keys. Strike **4** with your first finger, **5** with your second finger, and **6** with your third finger. Keep your fingers curved and upright.

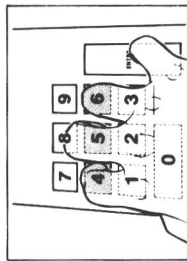
Keyboard the LEARN column and then the REVIEW columns. Remember not to enter any decimal points.

LEARN

5
6
4
5
6
4
5
6
4
5
4
6
4
5
4

REVIEW

56	45.66	566.54
44	54.65	656.55
56	65.46	665.46
45	66.54	655.56
64	55.45	646.65
56	64.46	464.65
45	54.64	656.46
64	65.44	566.56
56	66.46	456.45
45	46.56	645.64
65	45.54	554.64
56	65.45	565.64
65	45.46	456.45
46	54.46	645.64
54	54.64	546.45



Straighten your **5** finger up to reach the **8** key.

Strike **8** as you snap your finger back to **5**.

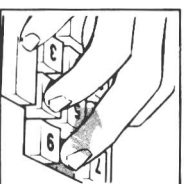
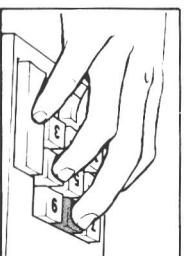
Keep your other fingers on the home keys.

Keyboard the LEARN column and then the REVIEW columns.

LEARN

REVIEW

8	48	586	84.85	868.48
5	58	486	86.84	684.85
8	68	848	86.84	868.48
8	48	586	85.86	586.84
5	58	848	84.85	858.48
5	68	586	86.84	586.84
8	58	848	85.84	858.68
5	68	584	85.86	485.86
8	48	858	84.85	868.58
5	58	684	86.84	868.48
5	68	858	85.86	485.86
8	48	684	85.86	848.58
8	58	858	84.85	586.85
5	68	685	86.84	868.58
8	68	868	84.85	684.85



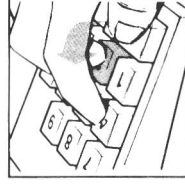
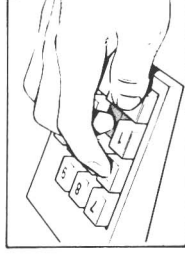
Strike the **2** key as you drop your **5** finger down to **2**.
 Snap your finger back to **5** as part of the same motion.
 Keep your other fingers on the home keys.
 Keyboard the LEARN column and then the REVIEW columns.

LEARN

2 5 2 5 2 2 5 5 5 2 2 5 5 5 2 2 5 2 5

REVIEW

824 24.26 242.62
 262 25.28 528.25
 426 24.26 282.42
 252 25.26 625.28
 824 26.28 242.62
 262 24.26 526.25
 528 25.28 282.42
 242 24.26 426.28
 824 24.25 222.42
 262 25.28 528.24
 528 24.26 262.52
 242 25.28 828.24
 625 24.28 222.22
 282 24.26 528.24
 528 25.28 262.52

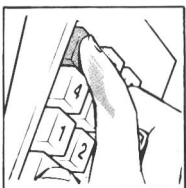


Straighten your **4** finger up to reach the **7** key.
 Strike **7** as you snap your finger back to **4**.
 Keep your other fingers on the home keys.
 Keyboard the LEARN column and then the REVIEW columns.

LEARN

REVIEW

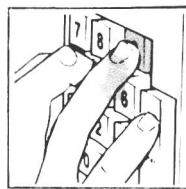
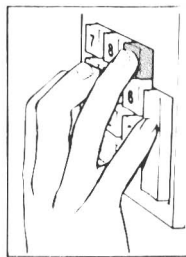
7	57	574	72.78	727.87
7	47	767	72.74	574.76
4	67	278	76.72	727.87
7	27	757	78.75	574.76
4	87	475	74.76	727.87
4	57	727	72.76	578.76
7	47	876	75.74	727.87
7	67	747	76.72	574.76
7	27	672	78.76	727.87
4	87	787	74.76	875.76
4	57	574	72.78	767.27
7	47	767	75.74	574.76
4	67	278	76.72	757.47
7	57	757	78.75	672.78
4	87	476	75.76	757.47



Straighten your 6 finger up to reach the 9 key
Strike 9 as you snap your finger back to 6

Keep your other fingers on the home keys.

Keyboard the LEARN column and then the REVIEW columns.



LEARN

9 6 9 6 6 6 9 9 6 6 9 6 9 6 6 9

59 89 29 69 79 49 59 89 29 49 59 89 29 69 79

495 989 794 959 892 969 794 959 697 949 598 929 697 949 296

97.94 95.98 92.96 97.98 92.96 97.94 95.98 92.96 95.98 92.96 97.94 95.98 92.94 95.98 92.96

979.49 598.97 949.59 892.96 999.49 596.97 979.59 892.96 979.79 295.94 989.29 494.95 949.59 892.96 979.49

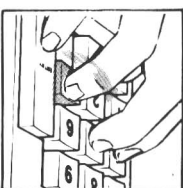
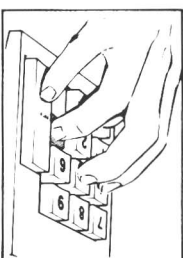
REVIEW

Strike the **3** key as you drop your **6** finger down to **3**.

Snap your finger back to **6** as part of the same motion.

Keep your other fingers on the home keys.

Keyboard the LEARN column and then the REVIEW columns.



LEARN

REVIEW

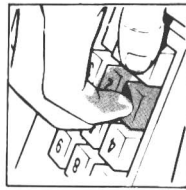
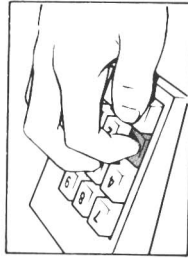
6	53	738	36.34	383.93
3	63	393	32.37	536.38
3	43	237	38.39	393.53
3	23	383	35.37	634.32
6	73	935	38.39	373.83
3	83	363	35.36	932.37
6	93	432	34.32	383.93
3	53	373	37.38	536.34
6	63	634	34.32	323.43
6	83	323	37.38	432.37
3	93	738	39.35	383.93
3	53	393	36.34	736.34
6	63	536	32.35	373.53
3	43	343	36.34	634.32
6	23	935	32.37	373.83

Strike the **1** key as you drop your **4** finger down to **1**.

Snap your finger back to **4** as part of the same motion.

Keep your other fingers on the home keys.

Keyboard the LEARN column and then the REVIEW columns.



LEARN

1
4
1
4
1
4
1
4
1
1
4
4
4
4
1
4
4
4
1

REVIEW

51	812	18.12	131.41
81	161	16.19	715.16
21	812	13.14	191.31
61	161	17.12	417.15
91	913	16.19	181.21
31	141	13.14	618.12
41	715	17.15	913.71
71	181	18.12	521.43
51	913	13.14	165.19
61	141	17.15	518.12
91	815	18.12	161.91
31	181	16.19	314.17
41	216	13.15	171.51
71	191	18.12	619.13
51	815	16.19	141.71

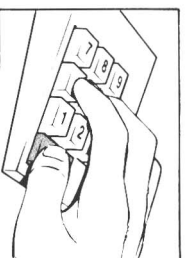
Strike the **0** key with a short, sharp down-and-in motion of your right thumb.

Keyboard the LEARN column and then the REVIEW columns.

LEARN

REVIEW

1	10	609	10.60	608.01
0	40	407	90.30	307.02
4	70	306	50.70	501.05
0	90	902	10.40	709.02
7	20	407	80.20	408.03
0	50	105	70.10	603.06
9	80	804	40.60	801.04
0	30	701	80.20	209.05
2	60	305	50.90	701.04
0	20	802	30.80	709.02
5	50	609	30.50	508.03
0	80	508	70.90	602.05
8	10	204	20.60	801.03
0	30	609	10.40	609.04
3	60	307	90.40	703.06



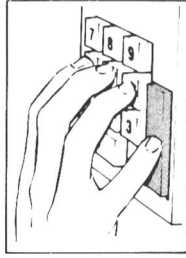
ENTRY

Use your little finger to strike the **ENTRY** key. This key may also be called the **ENTER** , + , **PRICE** , or **RETURN** key.

Strike **ENTRY** each time you enter all the digits of an amount. For example, for the amount **119.45** , you would strike **1 1 9 4 5 ENTRY** .

If you wish you may now turn on your machine. Keyboard the columns of amounts below using the **ENTRY** key. Do not look at the keys. Keep your eyes focused on this page. Remember not to enter any decimal points.

9.21	930.26	2.37	12.54	5.32	17.87	1.76	8.50
16.31	1.95	5.54	125.17	9.35	5.92	42.75	7.68
3.80	3.91	18.47	8.10	29.62	997.02	7.86	8.24
890.61	6.73	46.07	30.32	41.37	3.48	3.65	6.43
2.87	9.61	5.19	27.42	2.06	1.65	236.28	9.46



These drills begin at 61 strokes a minute (SAM) and extend to 160 SAM. They may also be completed twice in order to reach 320 SAM (see p. 64).

All the drills are set up for three-minute timings. Attempt to enter all the entries in the eight-column format of each drill within three minutes.

If you complete a drill in exactly three minutes:

- Write your SAM speed—the figure that appears at the top of the drill—in the space provided below the drill.
- Move on to the next drill.

If you do not complete a drill within three minutes:

- Calculate your actual SAM speed by counting the number of strokes (both digits and **ENTRIES**) you did not enter, dividing the total number of missing strokes by 3, and subtracting your answer from the given SAM speed.
- Write your speed in the space provided below the drill.
- Continue to work on that drill until you can complete it within three minutes and then move on to the next drill *OR* go back to a drill that is closer to your actual SAM speed.