

SS COMPUTER ACADEMY AND TUTORIALS

SSCAT DHENKANAL

At- Dakhinakali Road, Near Ratna Mandap,Dhenkanal

Here is a **step-by-step computer keyboard typing guide using MS Word** (simple and clear for students):



STEP 1: Open MS Word

1. Click on **Start Menu**
2. Search **Microsoft Word**
3. Click to open a new **Blank Document**



STEP 2: Understand Keyboard Basics

- **Alphabets** → A to Z
- **Numbers** → 0 to 9
- **Special Keys** → Spacebar, Enter, Backspace, Shift



STEP 3: Learn Finger Position (Home Row Method)

Place your fingers like this:

- Left Hand:
 - Little finger → A
 - Ring finger → S

- Middle finger → D
- Index finger → F
- Right Hand:
 - Index finger → J
 - Middle finger → K
 - Ring finger → L
 - Little finger → ;

👉 This is called the **Home Row Position**

STEP 4: Basic Typing Practice in Word

1. Start with Home Row Letters

Type repeatedly:

asdf ;lkj

asdfg ;lkjh

2. Add Upper Row Keys

Type:

qwert poiuy

qwerty poiuyt

3. Add Lower Row Keys

Type:

zxcvb nm,.

zxcvbn m,./

STEP 5: Word Typing Practice

Type simple words:

cat

dog

book

computer

keyboard

STEP 6: Sentence Practice in Word

Type:

This is a computer.

I am learning typing.

Typing is easy and useful.

STEP 7: Use Important Keys

- **Spacebar** → Space between words
- **Enter** → New line
- **Backspace** → Delete mistake
- **Shift** → Capital letters

Example:

My Name Is

STEP 8: Speed Practice Formula

 Practice daily using this pattern:

Line 1: asdf ;lkj

Line 2: qwert poiuy

Line 3: zxcvb nm,./

Line 4: simple words

Line 5: full sentences

STEP 9: Accuracy Rule (Typing Formula)

 Follow this **Typing Formula**:

- **Correct Position + Slow Speed + No Mistake = Good Typing**
 - **Practice + Consistency = High Speed**
-

STEP 10: Save Your Work in Word

1. Press **Ctrl + S**
 2. Give file name → *Typing Practice*
 3. Click Save
-

BONUS TIP

Practice **15–20 minutes daily** in **Microsoft Word** to improve speed and accuracy.

Got it 👍 You want the **1st typing formula (ASDF ;LKJ)** with **words made from these letters** for practice.

Here is a clear **Typing Practice Sheet (Home Row Words)**:

1st Formula (Home Row)

👉 Practice line:

asdf ;lkj

asdf ;lkj

asdf ;lkj

Words Using Home Row Letters (A S D F J K L ;)

✓ **2–3 Letter Words**

sad

ask

lad

fad

all

fall

✓ **4 Letter Words**

sail

fall

flak

askd (practice word)

dall (practice word)

✓ 5 Letter Words

flask

skald

salad

falls

✓ Practice Line (Mix)

sad lad fall flask salad ask fall sad flask



Sentence Practice (Using Mostly Home Row)

sad lad asks all

fall salad is safe



Practice Formula



Follow this daily:

Line 1: asdf ;lkj

Line 2: sad lad fall

Line 3: flask salad ask

Line 4: mix words + repeat

Tip

- Keep fingers on **ASDF and JKL**;
 - Don't look at keyboard
 - Practice **slow → then fast**
-

Great  Now let's move to the **2nd Typing Formula (Upper Row Practice)**

2ND FORMULA (Upper Row Keys)

 This formula focuses on:
Q W E R T + Y U I O P

Basic Practice Line

qwert poiuy

qwert poiuy

qwerty poiuyt

Words Using Upper Row Letters

3–4 Letter Words

wet

top

pot

row

toy

tie

✓ 5 Letter Words

power

write

quiet

outer

tower

✓ Practice Line (Words)

power write quiet tower write power quiet



Sentence Practice

we try to write

you type very well

power to write better



Daily Practice Formula

Line 1: qwert poiuy

Line 2: short words (wet, top, row)

Line 3: long words (power, write)

Line 4: sentences

⚡ Finger Position Guide

- Left Hand:
 - Q → Little finger
 - W → Ring finger
 - E → Middle finger
 - R, T → Index finger
- Right Hand:
 - Y, U → Index finger
 - I → Middle finger
 - O → Ring finger
 - P → Little finger

🚀 Tip

- Keep fingers on **ASDF JKL; (Home Row)**
- Move fingers up for upper row
- Don't look at keyboard 🙄 ❌

Great 👍 Now let's learn the **3rd Typing Formula (Lower Row – ZXCV)**

🖱️ 3RD FORMULA (Lower Row Keys)

👉 This formula focuses on:

Z X C V B + N M , . /

Basic Practice Line

zxcvb nm,.

zxcvb nm,.

zxcvbn m,./

Words Using Lower Row Letters

✓ 3–4 Letter Words

box

mix

man

van

cab

ban



SS COMPUTER ACADEMY
AND TUTORIALS
SSCAT

✓ 5 Letter Words

vocab

maxim

cabin

navy (practice)

✓ Practice Line (Words)

box mix van cab man vocab maxim cabin



Sentence Practice

box and van mix

cab man can move

maxim can be basic



Daily Practice Formula

Line 1: zxcvb nm,.

Line 2: short words (box, mix, van)

Line 3: long words (vocab, cabin)

Line 4: sentences



Finger Position Guide

- Left Hand:
 - Z → Little finger
 - X → Ring finger
 - C → Middle finger
 - V, B → Index finger
- Right Hand:
 - N, M → Index finger
 - , → Middle finger
 - . → Ring finger
 - / → Little finger



- Always return fingers to **Home Row (ASDF JKL;)**
- Practice slowly first, then increase speed
- Don't look at keyboard 🙄 ❌

🔲 COMPLETE FORMULA REVISION

1st: asdf ;lkj

2nd: qwert poiuy

3rd: zxcvb nm,.

Great 👍 Now you are ready for the **4th Typing Formula (Full Keyboard Combination)**

🖨 4TH FORMULA (Full Keyboard Practice)

👉 This formula combines:

- **Home Row (ASDF JKL;)**
- **Upper Row (QWERTY)**
- **Lower Row (ZXCV)**

📖 Basic Practice Line

asdf qwer zxcv ;lkj uiop nm,.

asdfg qwert zxcvb ;lkjh poiuy nm,.

Mixed Words Practice

✓ **Easy Words**

cat dog box pen map run sun

✓ **Medium Words**

computer typing keyboard student practice

✓ **Advanced Words**

education information technology development

Sentence Practice

I am learning computer typing.

Typing helps improve speed and accuracy.

Practice daily to become perfect.

Paragraph Practice

Typing is an essential skill in the modern world. It helps students and professionals complete their work quickly and efficiently. Regular practice increases both speed and accuracy.

Daily Practice Formula

1. Home Row – 5 min

2. Upper Row – 5 min

3. Lower Row – 5 min

4. Words – 5 min

5. Sentences – 5 min

6. Paragraph – 5 min

Speed Building Exercise

computer typing keyboard typing computer typing keyboard typing

Final Typing Formula (Complete)

1st: asdf ;lkj

2nd: qwert poiuy

3rd: zxcvb nm,.

4th: full keyboard practice

Pro Tips

✓ Always keep fingers on **Home Row**

✓ Don't look at keyboard 👁️ ❌

✓ Accuracy first → Speed later

✓ Practice daily 20–30 minutes

5TH FORMULA (Special Keys & Numbers)

 Covers:

- Numbers (0–9)
 - Symbols (! @ # \$ % ^ & *)
 - Special keys (Shift, Enter, Tab, etc.)
-

NUMBER ROW PRACTICE

 Top row numbers:

12345 67890

12345 67890

Finger Position for Numbers

- 1 → Left Little finger
 - 2 → Left Ring finger
 - 3 → Left Middle finger
 - 4,5 → Left Index finger
 - 6,7 → Right Index finger
 - 8 → Right Middle finger
 - 9 → Right Ring finger
 - 0 → Right Little finger
-

SYMBOL TYPING (Using SHIFT)

 Press **Shift + Number Key**

! @ # \$ % ^ & * ()

Examples:

- Shift + 1 → !
- Shift + 2 → @
- Shift + 3 → #

SYMBOL WORD PRACTICE

₹100 @home #typing \$price %work

IMPORTANT KEYS PRACTICE

✓ Spacebar

👉 Press with thumb

This is typing practice

✓ Enter Key

👉 New line

This is line one.

This is line two.

✓ Backspace

👉 Delete mistakes

✓ Tab Key

SS COMPUTER ACADEMY
AND TUTORIALS
SSCAT

👉 Space jump (used in forms)

✓ Caps Lock & Shift

abc ABC

typing TYPING

🧠 MIXED PRACTICE (ALL KEYS)

My name is Susil.

I have 2 books.

Price is ₹500.

Typing @ computer is easy!

🎯 DAILY PRACTICE FORMULA

1. Numbers – 5 min

2. Symbols – 5 min

3. Words with symbols – 5 min

4. Sentences – 5 min

🚀 PRO TIP

✓ Use **Shift properly (left + right hand balance)**

✓ Don't press keys hard

✓ Practice slowly → increase speed

🎯 COMPLETE TYPING COURSE FORMULA

1st: asdf ;lkj (Home Row)

2nd: qwert poiuy (Upper Row)

3rd: zxcvb nm,. (Lower Row)

4th: Full Keyboard

5th: Numbers + Symbols + Special Keys



“The quick brown fox jumps over the lazy dog” Practice Benefits

This sentence is very famous in typing because:



It is called a **pangram** (a sentence that uses all 26 letters of English alphabet)

=rand.old(1,1) enter

The quick brown fox jumps over the lazy dog.



WHY YOU SHOULD PRACTICE THIS SENTENCE



1 Covers All Letters

- It includes **A to Z**
- So your fingers practice the **full keyboard**



2 Improves Finger Movement 🖐️

- You move fingers across:
 - Left hand
 - Right hand
 - Top, middle, bottom rows

👉 This builds **muscle memory**

3 Increases Typing Speed ⚡

👉 Repeating it helps:

- Faster key recognition
 - Smooth typing flow
-

4 Improves Accuracy 🎯

- Since all letters are used
 - You reduce mistakes in weak keys
-

5 Best for Daily Practice 📅

👉 You can use it like this:

The quick brown fox jumps over the lazy dog.

The quick brown fox jumps over the lazy dog.

The quick brown fox jumps over the lazy dog.

🧠 SMART PRACTICE METHOD

Step 1: Slow Typing

- Type **slowly and correctly**

Step 2: Medium Speed

- Try without mistake

Step 3: Fast Typing

- Increase speed with accuracy

ADVANCED PRACTICE

-  Try variations:

THE QUICK BROWN FOX JUMPS OVER THE LAZY DOG.

the QUICK brown FOX jumps OVER the LAZY dog.

FINAL TIP

-  Practice this daily for **5 minutes**

- Your speed can increase by **5–10 WPM** in few days

SS COMPUTER ACADEMY
AND TUTORIALS

SSCAT