

KEYBOARDING

Alphabet Rhyme

Little finger **A**. reach for the **B**.

Middle finger. **C**. **D**. **E**.

(Left hand fingers)

Side by side **F** and **G**.

First finger **H**.

Reach up for **I**.

JKL three in a row.

(Right hand fingers)

M and **N** are side by side.

Right ring finger up for **O**.

Both little fingers **P** and **Q**.

RST is fun for you.

U Points up. **V** points down.

(Both hands)

W and **X** are up and down.

Stretch up for **Y** and down for **Z**.

Now you have them all you see.

Remember to stress:

1. Following directions.
2. Correct, comfortable body position.
3. Fingers on the home row, curved “like a cat.”
4. Tapping keys with the correct fingers.
5. Fingers always return to the home row.
6. Eyes on the monitor, not the keyboard.