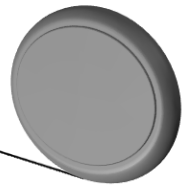


MODUL LATIHAN

KEYBOARDING SKILLS



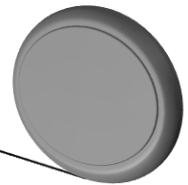
MOHAMAD TAHER BIN
KASA



eISBN 978-967-15200-3-1



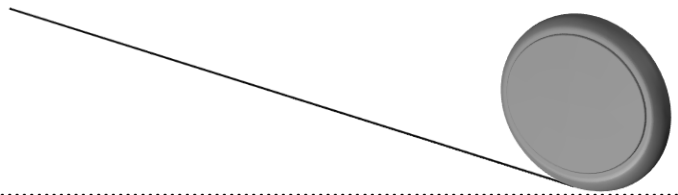
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Semua hakcipta terpelihara. Sebarang bahagian dalam buku ini tidak boleh diterbitkan semula, disimpan dalam cara yang boleh dipergunakan lagi ataupun dipindahkan dalam sebarang bentuk atau sebarang cara, baik dengan cara elektronik, mekanik, pengambaran semula, perakaman dan sebagainya tanpa izin terlebih dahulu daripada pemilik Hakcipta buku ini.

EDISI PERTAMA, 2020

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95700 Betong, Sarawak
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Preface

Typing using a typewriter or word processing software will produce organized text than handwriting, which is why this book was written. This book can be used by anyone who wants to learn typing techniques according to the correct system. While typing of course we need to focus on the screen and the text to be typed, we do not have to look at the fingers to find the letters to type. Using this book in the right way and following the guidelines given will allow students to type accurately and quickly. Computer keyboards and typewriters are built in the same order it does not matter if you want to use an electronic typewriter or computer. It is important for anyone who learns typing methods in this book to spend unit by unit, there are no shortcuts or in other words leave some units and skip to other units. Hopefully the use of this book can improve your skills. Finally, may Allah deliver good rewards from the use of this book to both the parents of the author.

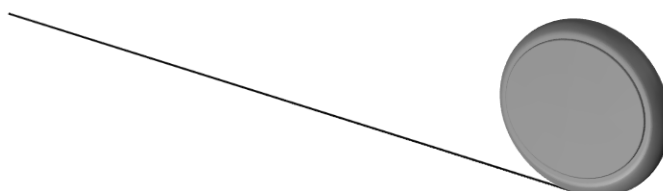


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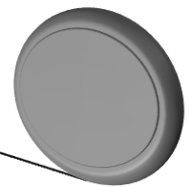
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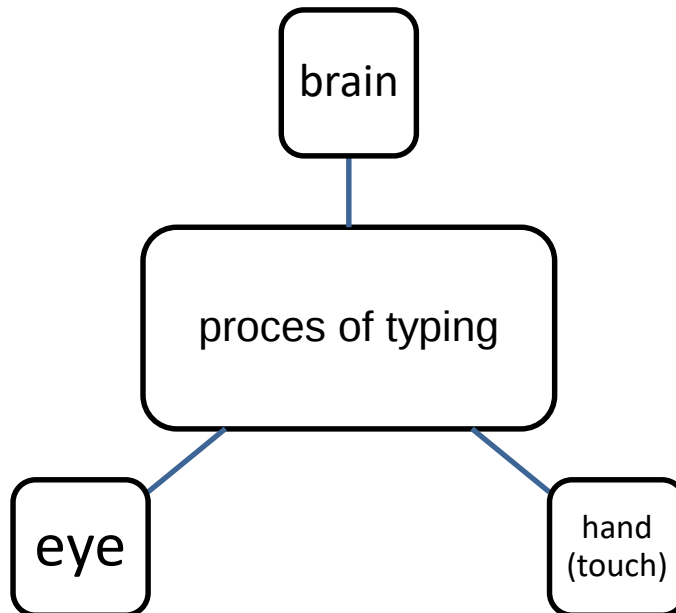
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CHAPTER 1

PROCESS OF TYPING

Process of typing is coordinating the between three **senses**



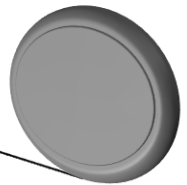
Typing habits are quick to form and slow to break, it is important that to build good working practices. Bad habits interfere with our skill. If we find any developing, make a concentrated effort to break them. A good quality of typing can be produced in a peace and quiet environment.

Make sure don't do this

- i. Look at your hands/finger – keep your eyes on the teks
- ii. lean your hand on the frame of keyboard
- iii. spell what you type
- iv. slump in your chair
- v. sit rigidly
- vi. cross your knees
- vii. lift your hand to when return
- viii. never use your copy holder
- ix. make corrections
- x. panic when make mistake, ignore it

You should do this when typing for long time

- i. take rest for a while
- ii. move around (walk aroud)

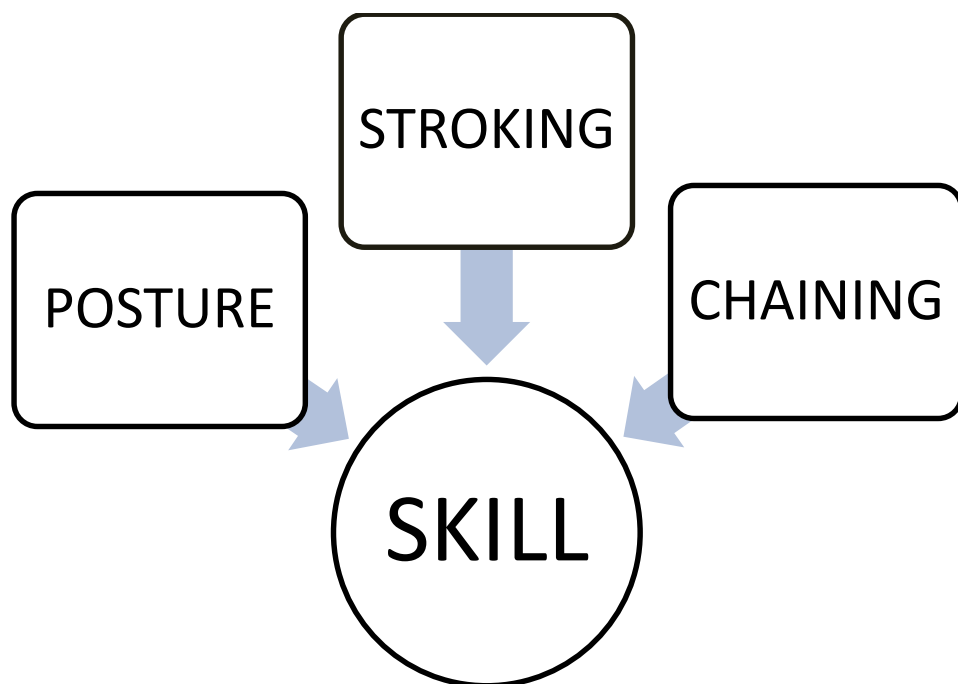


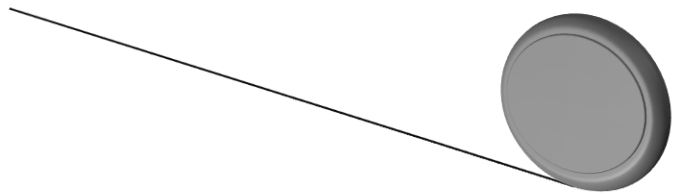
HOW TO BUILD SKILL

Skill is based on technique. Before you produce any documents, therefore, you must learn and master proper typing technique. Ignore error when using this book. Technique is a process and accuracy is the product. You will get the accuracy from proper technique.

Skill is having enough ability, experience and knowledge. In learning this skill, extra practice is most effective if it is done in short, frequent sessions.

SKILL is built upon 3 components – posture, stroking and chaining. To achieve your maximum potential, make sure to use these three components.





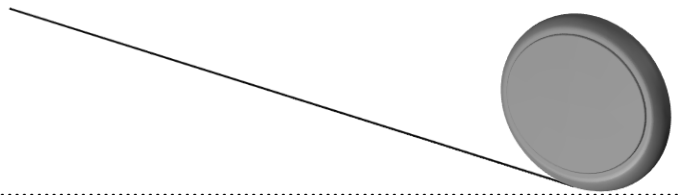
.....
To get a skillfull you must concentrate this skill

Position at Keyboard

- Sit up straight directly in front of keyboard
- Keep feet on floor for proper body balance
- Keep elbows relaxed at sides of body to provide correct hand position
- Keep wrist low and relaxed, but off of frame of keyboard
- Keep fingers well curve, upright, and in keying position

Keying Patterns

- Keeps eyes on copy – concentrate on copy to be keyed
- Uses correct finger reaches for each key
- Use a smooth, fluent rhythm pattern
- Space bar → use correct thumb to space
- Enter key → Strikes enter key quickly with right little finger
- Shift key → Keep other fingers in keying position; shifts each key with proper fingers
- Tab key → Reaches quickly with left little finger; keep other fingers in keying position



CHAPTER 2

UNIT 1

Objectives

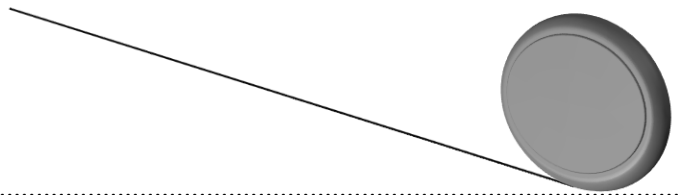
After finish this unit student are able to: -

- a) Type home keys (a s d f ; l k j)
- b) Type return/enter key
- c) Type space bar
- d) Type speed 12 word per minute (w.p.m)
- e) Type with 96% accuracy

HOME KEYS

1. Place your finger on your left hand start with Fourth Finger on A, Third Finger on S, Second Finger on D, and First Finger on F.
2. Place your finger on your right hand start with first finger on J, Second finger on K, third finger on L, and fourth finger on ; (semicolon)
3. Make sure to curve your finger.
4. Remove your finger from the keyboard and replace them from the keyboard. Repeat the procedure until you confidence. You can look at you finger to do this exercise. Your facilitator will help you until you familiar with the home keys.
5. Then you can practice the exercise bellow. For the beginning practice **only one time**.
6. After finish the exercise please counts your error.

asdfjkl;asdfjkl;asdfjkl;asdfjkl;asdfjkl;

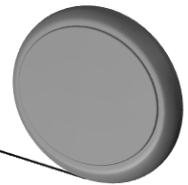


RETURN KEY

At the end of the line, you have to start a new line. The return key was placed at the right side of the keyboard have to be use for this procedure.

1. Use your fourth finger of right hand to press the return key.
Press only one time and do not hold the key down. Make sure to keep your first finger of your right hand "J" at home key. Do not look at your finger. Repeat this practice until get the skills.
2. When you already confident and get the skills, practice the EXERCISE below.
3. After finish the exercise please counts your error.

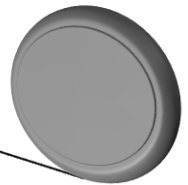
asdfjkl;	1
asdfjkl;	2
asdfjkl;	3
asdfjkl;	4
asdfjkl;asdfjkl;	5
asdfjkl;asdfjkl;	6
asdfjkl;asdfjkl;	7
asdfjkl;asdfjkl;	8
asdfjkl;asdfjkl;asdfjkl;	9
asdfjkl;asdfjkl;asdfjkl;	10
asdfjkl;asdfjkl;asdfjkl;	11
asdfjkl;asdfjkl;asdfjkl;	12
asdfjkl;asdfjkl;asdfjkl;asdfjkl;	13
asdfjkl;asdfjkl;asdfjkl;asdfjkl;	14
asdfjkl;asdfjkl;asdfjkl;asdfjkl;	15
asdfjkl;asdfjkl;asdfjkl;asdfjkl;	16
asdfjkl;asdfjkl;asdfjkl;asdfjkl;asdfjkl;	17
asdfjkl;asdfjkl;asdfjkl;asdfjkl;asdfjkl;	18
asdfjkl;asdfjkl;asdfjkl;asdfjkl;asdfjkl;	19
asdfjkl;asdfjkl;asdfjkl;asdfjkl;asdfjkl;	20
asdfjkl;asdfjkl;asdfjkl;asdfjkl;asdfjkl;	21
asdfjkl;asdfjkl;asdfjkl;asdfjkl;asdfjkl;	22
asdfjkl;asdfjkl;asdfjkl;asdfjkl;asdfjkl;	23
asdfjkl;asdfjkl;asdfjkl;asdfjkl;asdfjkl;	24



SPACE BAR

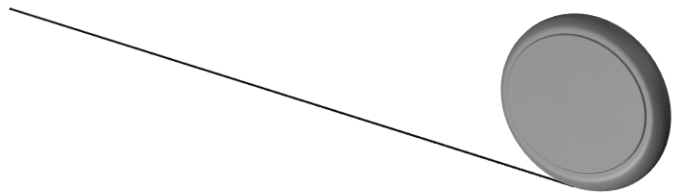
1. Place your finger at the home keys.
2. Place your right thumb on the center of space bar (space bar is the long key on the keyboard).
3. Without looking at your finger, press space bar 1 time and bounce off after press. Repeat the procedure again and again until you familiar with it.
4. Practice the exercise below. Make sure you complete the entire row.
5. After finish the exercise please counts your error.

asdf jkl; asdf jkl; asdf jkl; asdf jkl; asdf jkl;	1
asdf jkl; asdf jkl; asdf jkl; asdf jkl; asdf jkl;	2
asdf jkl; asdf jkl; asdf jkl; asdf jkl; asdf jkl;	3
asdf jkl; asdf jkl; asdf jkl; asdf jkl; asdf jkl;	4
asdf jkl; asdf jkl; asdf jkl; asdf jkl; asdf jkl;	5
asdf jkl; asdf jkl; asdf jkl; asdf jkl; asdf jkl;	6
asdf jkl; asdf jkl; asdf jkl; asdf jkl; asdf jkl;	7
asdf jkl; asdf jkl; asdf jkl; asdf jkl; asdf jkl;	8
asdf jkl; asdf jkl; asdf jkl; asdf jkl; asdf jkl;	9
asdf jkl; asdf jkl; asdf jkl; asdf jkl; asdf jkl;	10
asdf jkl; asdf jkl; asdf jkl; asdf jkl; asdf jkl;	11
asdf jkl; asdf jkl; asdf jkl; asdf jkl; asdf jkl;	12
asdf jkl; asdf jkl; asdf jkl; asdf jkl; asdf jkl;	13
asdf jkl; asdf jkl; asdf jkl; asdf jkl; asdf jkl;	14
asdf jkl; asdf jkl; asdf jkl; asdf jkl; asdf jkl;	15
asdf jkl; asdf jkl; asdf jkl; asdf jkl; asdf jkl;	16
asdf jkl; asdf jkl; asdf jkl; asdf jkl; asdf jkl;	17
asdf jkl; asdf jkl; asdf jkl; asdf jkl; asdf jkl;	18
asdf jkl; asdf jkl; asdf jkl; asdf jkl; asdf jkl;	19
asdf jkl; asdf jkl; asdf jkl; asdf jkl; asdf jkl;	20
asdf jkl; asdf jkl; asdf jkl; asdf jkl; asdf jkl;	21
asdf jkl; asdf jkl; asdf jkl; asdf jkl; asdf jkl;	22
asdf jkl; asdf jkl; asdf jkl; asdf jkl; asdf jkl;	23
asdf jkl; asdf jkl; asdf jkl; asdf jkl; asdf jkl;	24



1. Practice the exercise below. Make sure you complete the entire row.
2. Type each line 4 time
3. After finish the exercise please counts your error.

aa ;; aa ;; aa ;; aa ;; aa ;; aa ;; aa ;; aa ;; a	1
ss ll ss ll ss ll ss ll ss ll ss ll ss ll ss ll s	2
dd kk dd kk dd kk dd kk dd kk dd kk dd kk dd kk d	3
ff jj ff jj ff jj ff jj ff jj ff jj ff jj ff jj j	4
ad sa da fa ja ka la a; dak lak kak jak das jas a	5
ada sal das dal kal jal sad lad las kas jas fas ;	6
asak sala alak kala jala alas asas adad kada dada	7
salak jalak dasak fasak jasad sasaj kalas jalas ;	8

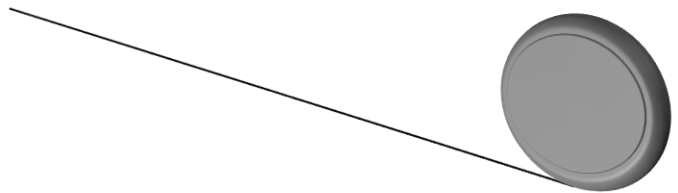


BUILD SPEED 1

1. Type EXERCISE below in one minute.
2. The instructor will help you to do this task.

(10 word per minute)

kala ada jasa ada saja akal jalak dalal fasal lasa

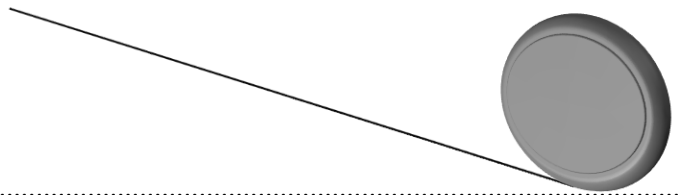


PRACTICAL WORK 1A

10 w.p.m

[5 MINIT]

aa ;; aa ;; aa ;; aa ;; aa ;; aa ;; aa ;; a	50
ss ll ss ll ss ll ss ll ss ll ss ll ss ll s	100
dd kk dd kk dd kk dd kk dd kk dd kk dd kk d	150
ff jj ff jj ff jj ff jj ff jj ff jj ff jj j	200
ad sa da fa ja ka la a; dak lak kak jak das jas a	250
ada sal das dal kal jal sad lad las kas jas fas ;	300
asak sala alak kala jala alas asas adad kada dada	350
salak jalak dasak fasak jasad sasaj kalas jalas ;	400
kala ada jasa ada saja akal jalak dalal fasal las	450



UNIT 2

Objectives

After finish this unit student are able to: -

- Touch type **E, N, T**
- Type speed 11 w.p.m (word per minute)
- Type with 96% accuracy

e

- Use D finger
- Type each line 8 time
- After finish the exercise please counts your error.

d d de de de de ded ded ded ede ede ede eded dede	1
ae se de fe je ke le ;e ea es ed ef ej ek el e; e	2
eae ese ede efe eje eke ele e;e eaf ej; aef je; e	3
ajak jela sela lela seda kela ejas lesa jase ejek	4
desak sedak ledak jedak kedak ledas jelas kelasak	5

n

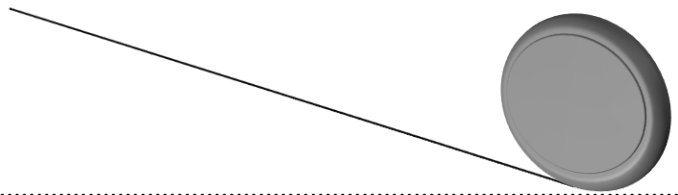
- Use J finger
- Type each line 8 time
- After finish the exercise please counts your error.

j j jn jn jn jn jnj jnj jjj jnj jnj jjj jnjn njnj	1
an sn dn fn jn kn ln ;n na ns nd nf nj nk nl n; n	2
nan nsn ndn nfn njn nkn nln n;n naf nj; anf jn; n	3
naka nana nada anak anja anda asan ajan alan edan	4
anasa sensa denak jenak sanak lenak kenak kelasn	5

t

- Use F finger
- Type each line 8 time
- After finish the exercise please counts your error.

f f ft ft ft ft ftf ftf fff tft tft fff ftft tftf	1
at st dt ft jt kt lt ;t ta ts td tf tj tk tl t; t	2
tat tst tdt tft tj tkt tlt t;t taf tj; atf jt; t	3
taja tela taka atas atan aten seta anta akat adat	4
tatan tajan tedak kesat sesat sejat dasat kejatan	5

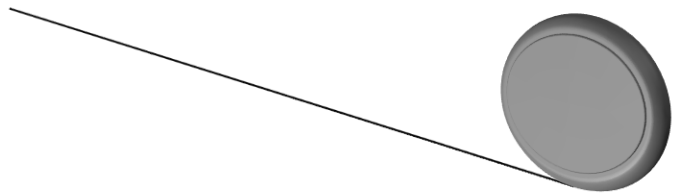


BUILD SPEED 2

1. Type EXERCISE below in one minute.
2. Do not press Enter at the end of the line.
3. The instructor will help you to do this task.

(11 word per minute)

ana ajak nana dan asan ejek atan sesat jalan kala
sesak

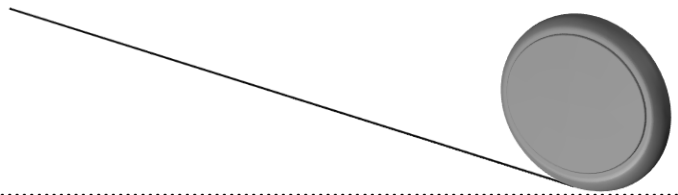


PRACTICAL WORK 1B

11 w.p.m

[5 MINIT]

d d de de de de ded ded ded ede ede ede eded dede	50
j j jn jn jn jn jnj jnj jjj jnj jnj jjj jnjn njnj	100
f f ft ft ft ft ftf ftf fff tft tft fff ftft tftf	150
ae se de fe je ke le ;e ea es ed ef ej ek el e; e	200
an sn dn fn jn kn ln ;n na ns nd nf nj nk nl n; n	250
at st dt ft jt kt lt ;t ta ts td tf tj tk tl t; t	300
eae ese ede efe eje eke nan nsn ndn nfn njn nkn ;	350
tat tst tdt tft tjt tkt ajak jela sela lela seda;	400
naka nana nada anak anja taja tela taka atas atan	450
desak sedak ledak anasa sensa denak tatan tajan ;	500



UNIT 3

Objectives

After finish this unit student are able to: -

- Touch type **O, R, H**
- Type speed 12 w.p.m (word per minute)
- Type with 96% accuracy

O

- Use L finger
- Type each line 8 time
- After finish the exercise please counts your error.

l l lo lo lo lo lol lol lll olo olo lll olol lolo	1
ao so do fo jo ko lo ;o oa os od of oj ok ol o; o	2
oao oso odo ofo ojo oko olo o;o oaf oj; aof jo; o	3
soda jolo sodo solo nato toto loto dato ento koto	4
tolak dolan solda tolok salon katon tonton lakona	5

r

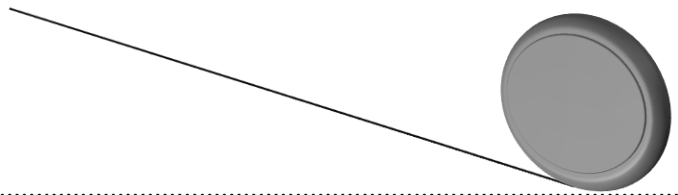
- Use F finger
- Type each line 8 time
- After finish the exercise please counts your error.

f f fr fr fr fr frf frf fff rfr rfr fff frfr rfrf	1
ar sr dr fr jr kr lr ;r ra rs rd rf rj rk rl r; r	2
rar rsr rdr rfr rjr rkr rlr r;r raf rj; arf jr; r	3
rasa raja arda erda aras sera kera asar saer faer	4
resak rajak redas serat kerat jerat larat daratan	5

h

- Use J finger
- Type each line 8 time
- After finish the exercise please counts your error.

j j jh jh jh jh jhj jhj jjj hjh hjh jjj hjhj jhhj	1
ah sh dh fh jh kh lh ;h ha hs hd hf hj hk hl h; h	2
hah hsh hdh hfh hjh hkh hlh h;l haf hj; ahf jh; h	3
hana hela ahso ehso seha leha jeha seah leah feah	4
hasad hajad halal sehal tahja fasah kesah sesahan	5

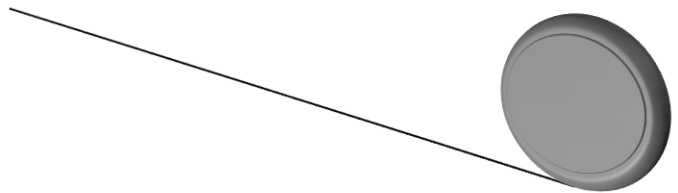


BUILD SPEED 3

1. Type EXERCISE below in one minute.
2. Do not press Enter at the end of the line.
3. The instructor will help you to do this task.

(12 word per minute)

hantar saja kes rajah serah lafas hasad rasa rosak
jasad saja

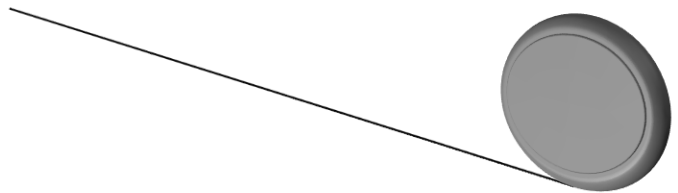


PRACTICAL WORK 1C

12 w.p.m

[5 MINIT]

l l lo lo lo lo lol lol lll olo olo lll olol lolo	50
f f fr fr fr fr frf frf fff rfr rfr fff frfr rfrf	100
j j jh jh jh jh jhj jhj jjj hjh hjh jjj hjhj jhhj	150
ao so do fo jo ko lo ;o oa os od of oj ok ol o; o	200
ar sr dr fr jr kr lr ;r ra rs rd rf rj rk rl r; r	250
ah sh dh fh jh kh lh ;h ha hs hd hf hj hk hl h; h	300
oao oso odo ofo ojo oko rar rsr rdr rfr rjr rkr ;	350
hah hsh hdh hfh hjh hkh soda jolo sodo solo nato;	400
rasa raja arda erda aras hana hela ahso ehso seha	450
tolok salon katon asar saer faer sehal tahja fasa	500



UNIT 4

Objectives

After finish this unit student are able to: -

- Touch type **I, LEFT SHIFT, .**
- Type speed 13 w.p.m (word per minute)
- Type with 96% accuracy

i

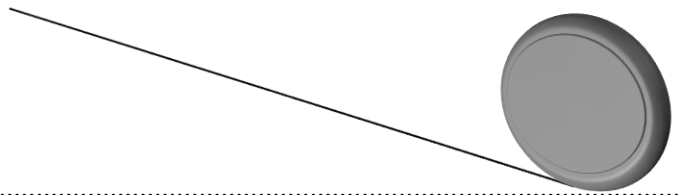
- Use K finger
- Type each line 8 time
- After finish the exercise please counts your error.

k k ki ki ki ki kik kik kkk kik kik kkk kiki ikik	1
ai si di fi ji ki li ;i ia is id if ij ik il i; i	2
iai isi idi ifi iji iki ili i;i iaf ij; aif ji; i	3
isah ilah idah sila dila fila kilo tila hari jari	4
sendi larik sejoli kentari jejari sedari hari ini	5

LEFT SHIFT KEY [↑_{Shift}]

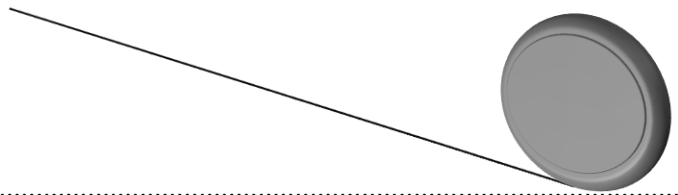
- To type an upper case character on right half off the keyboard.
- With F finger at home press LEFT SHIFT KEY with the A finger and hold down and then press the letter key, after that release the A finger and return to the home key.
- Type each line 8 time
- After finish the exercise please counts your error.

a aJ aJ aK aK aL aL aN aO aH aL Ja Ka La Oa Ha Ia	1
aaa Jaa Kaa Laa Naa Oaa Haa Iaa Jas Kad Lah Na La	2
Jak Kak Las Nas Oat Hak Ida Isa Had Oja Net La Ka	3
Jala Kala Lada Nada Otak Hati Ifah Hadi Naja Lani	4
Jalak Kelak Lekas Nanas Hadas Ialah Orito Kelakar	5



1. Use L finger
2. Type each line 8 time
3. After finish the exercise please counts your error.

l l l. l. l. l. l.l l.l lll l.l l.l lll l.l. .l.l	1
a. s. d. f. j. k. l. ;. .a .s .d .f .j .k .l .; .	2
as. ad. af. aj. ak. al. ae. an. at. ao. ar. ah. i	3
Ja. Ka. La. Na. Oa. Ha. Ia. Isa. Had. Oja. Net. I	4
nanas. hadas. lekas. lekat. letak. hantar. dasar.	5

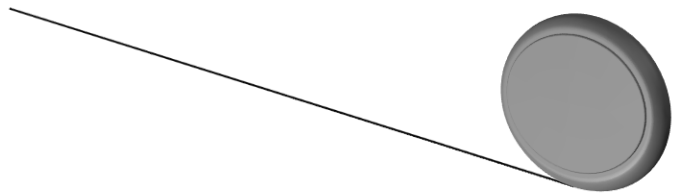


BUILD SPEED 4

1. Type EXERCISE below in one minute.
2. Do not press Enter at the end of the line.
3. The instructor will help you to do this task.

(13 word per minute)

Jika Hasan serah diri hari Isnin dia akan
rasa selesa hari selasa.

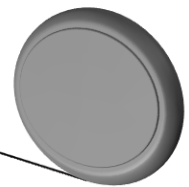


PRACTICAL WORK 1D

13 w.p.m

[5 MINIT]

k k ki ki ki ki kik kik kkk kik kik kkk kiki ikik	50
a aJ aJ aK aK aL aL aN aO aH aL Ja Ka La Oa Ha Ia	100
l l l. l. l. l. l.l l.l lll l.l l.l lll l.l. .l.l	150
ai si di fi ji ki li ;i ia is id if ij ik il i; i	200
aaa Jaa Kaa Laa Naa Oaa Haa Iaa Jas Kad Lah Na La	250
a. s. d. f. j. k. l. ;. .a .s .d .f .j .k .l .; .	300
iai isi idi ifi iji iki Jak Kak Las Nas Oat Hak ;	350
Ia. Isa. Had. Oja. Net. isah ilah idah sila dila;	400
Jala Kala Lada Nada Otak Ja. Ka. La. Na. Oa. Ha.;	450
sendi larik sejoli Jala Kelak nanas. hadas. lekas.	500



UNIT 5

Objectives

After finish this unit student are able to: -

- a) Touch type **B, U, C**
- b) Type speed 14 w.p.m (word per minute)
- c) Type with 96% accuracy

b

1. Use F finger
2. Type each line 8 time
3. After finish the exercise please counts your error.

f f fb fb fb fb fbf fbf fff fbf fbf fff fbfb bfbf	1
ab sb db fb jb kb lb ;b ba bs bd bf bj bk bl b; b	2
bab bsb bdb bfb bjb kkb blb b;b baf bj; abf jb; b	3
basi bari abah abas ebit laba saab hiab siab tiab	4
abasa sebab bebas Libas Kebas Habis tebas bersada	5

u

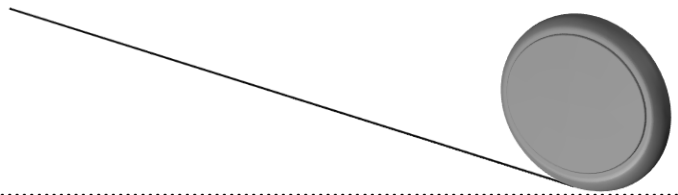
1. Use J finger
2. Type each line 8 time
3. After finish the exercise please counts your error.

j j ju ju ju ju juj juj jjj juj juj jjj juju ujuj	1
au su du fu ju ku lu ;u ua us ud uf uj uk ul u; u	2
uau usu udu ufu uju uku ulu u;u uaf uj; auf ju; u	3
usah udah kuku suku duku sauk lauk laku buku tebu	4
sudah sukar tukar Kulas Julas Labuh Hibur bukukan	5

c

1. Use D finger
2. Type each line 8 time
3. After finish the exercise please counts your error.

d d dc dc dc dc dcd dcd ddd dcd dcd dcd dcde cded	1
ac sc dc fc jc kc lc ;c ca cs cd cf cj ck cl c; c	2
cac csc cdc cfc cjc ckc clc c;c caf cj; acf jc; c	3
casa cota acuh acah cica caca arca kaca baca dalc	4
cecah cerah becak cerca cicah cicak catur corakan	5

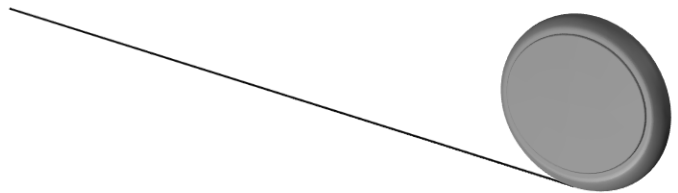


BUILD SPEED 5

1. Type EXERCISE below in one minute.
2. Do not press Enter at the end of the line.
3. The instructor will help you to do this task.

(14 word per minute)

Hadiah terbaik kakak dan adik adalah naik dari darjah satu ke darjah dua.

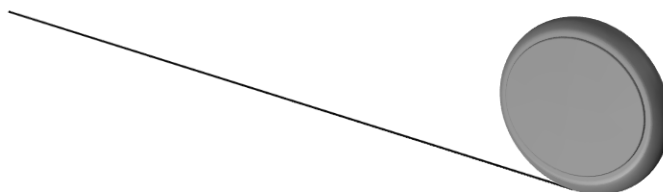


PRACTICAL WORK 1E

14 w.p.m

[5 MINIT]

f f fb fb fb fb fbf fbf fff fbf fbf fff fbfb bfbf	50
j j ju ju ju ju juj juj jjj juj juj jjj juju ujuj	100
d d dc dc dc dc dcd dcd ddd dcd dcd dcd dcde cded	150
ab sb db fb jb kb lb ;b ba bs bd bf bj bk bl b; b	200
au su du fu ju ku lu ;u ua us ud uf uj uk ul u; u	250
ac sc dc fc jc kc lc ;c ca cs cd cf cj ck cl c; c	300
bab bsb bdb bfb bjb bkb uau usu udu ufu uju uku ;	350
cac csc cdc cfc cjc ckc basi bari abah abas ebit;	400
usah udah kuku suku duku casa cota acuh acah cica	450
abasa sebab bebas Kulas Julas Labuh cerca cica ;	500



UNIT 6

Objectives

After finish this unit student are able to: -

- Touch type **RIGHT SHIFT, W, M**
- Type speed 15 w.p.m (word per minute)
- Type with 96% accuracy

RIGHT SHIFT [↑_{Shift}]

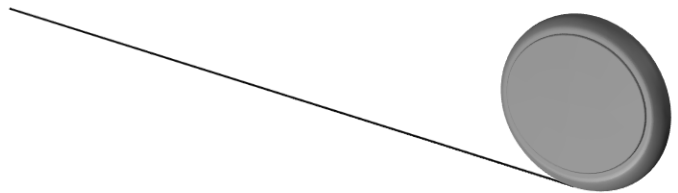
- To type an upper case character on left half off the keyboard.
- With J finger at home press **RIGHT SHIFT KEY** with the semicolon finger and hold down and then press the letter key, after that release the semicolon finger and return to the home key.
- Type each line 8 time
- After finish the exercise please counts your error.

; ;A ;A ;S ;S ;D ;D ;F ;F ;E ;E ;R ;R ;T ;T ;B ;C	1
Asa Ala Sah Sat Deh Dah Feb Fas Eno Eda Taj Tia R	2
Ria Rak Bak Bas Cat Can Aja Sua Dia For Esa Tajak	3
Raja Baja Cara Asah Saja Data Enta Tari Rata Baki	4
Kelas Solok Datok Farah Encik Tunas Rosdi Bentara	5

W

- Use S finger
- Type each line 8 time
- After finish the exercise please counts your error.

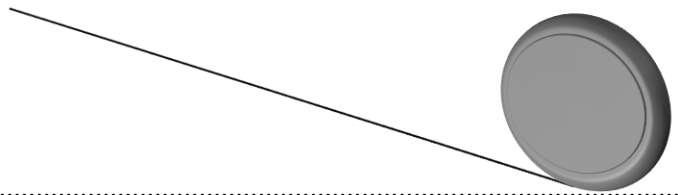
s s sw sw sw sw sws sws sss sws sws sss swsw wsws	1
aw sw dw fw jw kw lw ;w wa ws wd wf wj wk wl w; w	2
Waw wsw wdw wfw wjw wkw wlv w;w waf wj; awf jw; w	3
Waja wali waba awat awas awal awak dewa cewa rawa	4
Wajah tewas tawas Fawas Awasi Dewan Waran Sarawak	5



m

1. Use J finger
2. Type each line 8 time
3. After finish the exercise please counts your error.

j j jm jm jm jm jmj jmj jjj jmj jmj jjj jmj mjmj	1
am sm dm fm jm km lm ;m ma ms md mf mj mk ml m; m	2
Mam msm mdm mfm mjm mkm mlm m;m maf mj; amf jm; m	3
Masa meja amal umir asma tema adam asam Mama Maam	4
Marja Semah Demah Rumah Hamba Jamah Kelam Ladaman	5

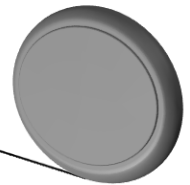


BUILD SPEED 6

1. Type EXERCISE below in one minute.
2. Do not press Enter at the end of the line.
3. The instructor will help you to do this task.

(15 word per minute)

Masih ada anak dibawa melawat ketika waktu kecemasan
ini amat sedih sekali.

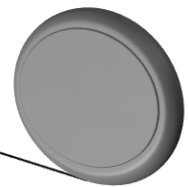


PRACTICAL WORK 2A

15 w.p.m

[5 MINIT]

; ;A ;A ;S ;S ;D ;D ;F ;F ;E ;E ;R ;R ;T ;T ;B ;C	50
s s sw sw sw sw sws sws sss sws sws sss swsw wsws	100
j j jm jm jm jm jmj jmj jjj jmj jmj jjj jmj mjm	150
Asa Ala Sah Sat Deh Dah Feb Fas Eno Eda Taj Tia R	200
aw sw dw fw jw kw lw ;w wa ws wd wf wj wk wl w; w	250
am sm dm fm jm km lm ;m ma ms md mf mj mk ml m; m	300
Ria Rak Bak Bas Cat Can Waw wsw wdw wfw wjw kwk ;	350
Mam msm mdm mfm mjm mkm Raja Baja Cara Asah Saja;	400
awal awak dewa cewa rawa Masa meja amal umir asma	450
Kelas Solok Datok Fawas Awasi Rumah Hamba Kelam ;	500



UNIT 7

Objectives

After finish this unit student are able to: -

- Touch type **X, P, TAB KEY**
- Type speed 16 w.p.m (word per minute)
- Type with 96% accuracy

x

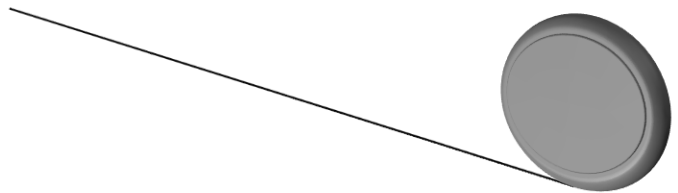
- Use S finger
- Type each line 8 time
- After finish the exercise please counts your error.

s s sx sx sx sx sxs sxs sss sxs sxs sss sxsx xsxs	1
ax sx dx fx jx kx lx ;x xa xs xd xf xj xk xl x; x	2
Xax xsx xdx xfx xjx xkx xlx x;x xaf xj; axf jx; x	3
Xasa xeka axda exka asxa bexa cedx salx xaxd xaxe	4
Xasam Xisah Axiah Joxia Maxis Daxis Jaxis Laxista	5

p

- Use ; finger
- Type each line 8 time
- After finish the exercise please counts your error.

; ; ;p ;p ;p ;p ;p; ;p; ;;; ;p; ;p; ;;; ;p;p ;p;p;	1
ap sp dp fp jp kp lp ;p pa ps pd pf pj pk pl p; p	2
Pap psp pdp pfp pjp pkp plp p;p paf pj; apf jp; p	3
Pada puja ipar opah aspa depa aspa step saep paip	4
Padah pasak sepah kepah Patik Penuh Pantau Panjar	5



TAB

1. Use A finger
2. Type each line 8 time
3. After finish the exercise please counts your error.
4. → Use TAB KEY (with F finger at home)

note

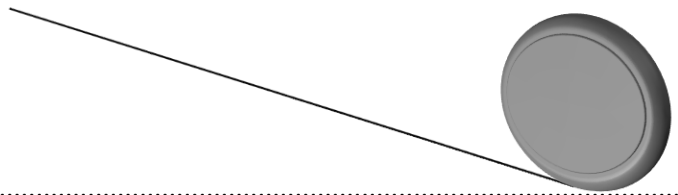
- i. Paragraph
- ii. Tabs
- iii. Tab Stop Position --> set

clear

clear all

++ used another way

air→	sat→	dah→	fos→	kos→	lot murah.	1
Moh→	Jom→	Mai→	Dah→	Kah→	Dah Mahal.	2
Sapa→	Suka→	Depa→	Kata→	Jika→	Kita Jual.	3
Adila→	pulas→	meter→	serah→	tugas→	dalam isi.	4
Kedah→	juara→	piala→	Dato→	Ahmad→	Shah Alam.	5

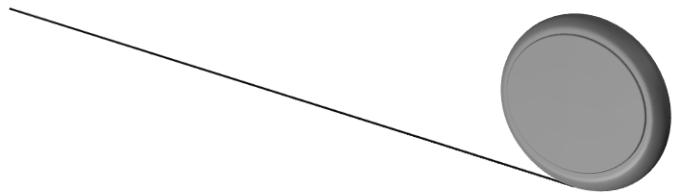


BUILD SPEED 7

1. Type EXERCISE below in one minute.
2. Do not press Enter at the end of the line.
3. The instructor will help you to do this task.

(16 word per minute)

Mereka berdua belajar didaerah pendalaman untuk mendalami kesemua ilmu kemahiran.

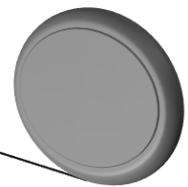


PRACTICAL WORK 2B

16 w.p.m

[5 MINIT]

s s sx sx sx sx sxs sxs sss sxs sxs sss sxsx xsxs	50
ax sx dx fx jx kx lx ;x xa xs xd xf xj xk xl x; x	100
; ; ;p ;p ;p ;p ;p; ;p; ;;; ;p; ;p; ;;; ;p;p ;p;p;	150
ap sp dp fp jp kp lp ;p pa ps pd pf pj pk pl p; p	200
Xax xsx xdx xfx xjx xkx Pap psp pdp pfp pj p pkp ;	250
Xasa xeka axda exka asxa Pada puja ipar opah aspa	300
Maxis Daxis Jaxis Padah pasak sepah kepah Patik ;	350
Moh→ Jom→ Mai→ Dah→ Kah→ Dah Mahal.	400
Sapa→ Suka→ Depa→ Kata→ Jika→ Kita Jual.	450
Kedah→ juara→ piala→ Dato→ Ahmad→ Shah Alam.	500



UNIT 8

Objectives

After finish this unit student are able to: -

- Touch type **Q, , , G**
- Type speed 17 w.p.m (word per minute)
- Type with 96% accuracy

q

- Use A finger
- Type each line 8 time
- After finish the exercise please counts your error.

a a aq aq aq aq aqa aqa aaa aqa aqa aaa aqaq qaqa	1
aq sq dq fq jq kq lq ;q qa qs qd qf qj qk ql q; q	2
Qaq qsq qdq qfq qjq qkq qlq q;q qaf qj; aqf jq; Q	3
Qasi quri qari aqal aqal saqa daqa jaqa waqa naqa	4
Aqila Aqusa Saqar Daqar Raqat Taqda Waqia Qalimul	5

,

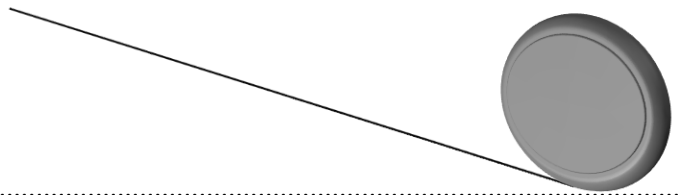
- Use K finger
- Type each line 8 time
- After finish the exercise please counts your error.

k k k, k, k, k, k,k k,k kkk k,k k,k kkk k,k, ,k,k	1
a, s, d, f, j, k, l, ;, ,a ,s ,d ,f ,j ,k ,l ,; ,	2
,a, ,s, ,d, ,f, ,j, ,k, ,l, ,; ,af ,j; a,f j,; ,	3
ada, sah, dah, fam, jam, kia, lia, qas, ras, was,	4
Jahar, harta, benda, haram, masala, waktu, panas,	5

g

- Use F finger
- Type each line 8 time
- After finish the exercise please counts your error.

f f fg fg fg fg fgf fgf fff fgf fgf fff fgfg gfgf	1
ag sg dg fg jg kg lg ;g ga gs gd gf gj gk gl g; g	2
Gag gsg gdg gfg gjg gkg glg g;g gaf gj; agf jg; g	3
Gaji gali agak lega sega tega laga saga warga gag	4
Gelak golek segah Ragah Tegah Megah Gap Perenggan	5

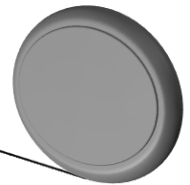


BUILD SPEED 8

1. Type EXERCISE below in one minute.
2. Do not press Enter at the end of the line.
3. The instructor will help you to do this task.

(17 word per minute)

Kehadiran setiap kali perjumpaan harian, mingguan dan bulanan kurang mendapat sambutan.

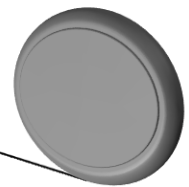


PRACTICAL WORK 2C

17 w.p.m

[5 MINIT]

a a aq aq aq aq aqa aqa aaa aqa aqa aaa aqaq qaqa	50
k k k, k, k, k, k,k k,k kkk k,k k,k kkk k,k, ,k,k	100
f f fg fg fg fg fgf fgf fff fgf fgf fff fgfg fgfg	150
aq sq dq fq jq kq lq ;q qa qs qd qf qj qk ql q; q	200
a, s, d, f, j, k, l, ;, ,a ,s ,d ,f ,j ,k ,l ,; ,	250
ag sg dg fg jg kg lg ;g ga gs gd gf gj gk gl g; g	300
Qaq qsq qdq qfq qjq qkq ,a, ,s, ,d, ,f, ,j, ,k, ;	350
Gag gsg gdg gfg gjg gkg Qasi quri qari aqal aqal;	400
ada, sah, dah, fam, jam, Gaji gali agak lega sega	450
Aqila Raqat Waqia Jahar, harta, benda, Tegah Mega	500



UNIT 9

Objectives

After finish this unit student are able to: -

- Touch type **V, Y, Z**
- Type speed 18 w.p.m (word per minute)
- Type with 96% accuracy

V

- Use F finger
- Type each line 8 time
- After finish the exercise please counts your error.

f f fv fv fv fv fvf fvf fff fvf fvf fff fvf fvfv fvf	1
av sv dv fv jv kv lv ;v va vs vd vf vj vk vl v; v	2
Vav vsv vdv vfv vjv kvv vl v;v vaf vj; avf jv; v	3
Vasa vasi avaf evul asva java asdv joev Vava Viva	4
Valas Vokas Favas Mavas desap herav tampav jempav	5

Y

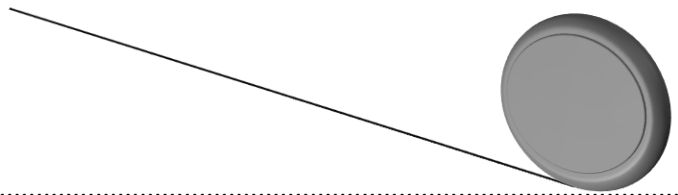
- Use J finger
- Type each line 8 time
- After finish the exercise please counts your error.

j j jy jy jy jy jyj jyj jjj jyj jyj jjj jyjy yjyj	1
ay sy dy fy jy ky ly ;y ya ys yd yf yj yk yl y; y	2
Yay ysy ydy yfy yjy yky yly y;y yaf yj; ayf jy; y	3
Yati yaya ayat ayah saya gaya jaya maya caya poyo	4
Ayati Sayap Dayah Gayat Rayap Tayar Wayar Rakyat.	5

Z

- Use A finger
- Type each line 8 time
- After finish the exercise please counts your error.

a a az az az az aza aza aaa aza aza aaa azaz zaza	1
az sz dz fz jz kz lz ;z za zs zd zf zj zk zl z; z	2
Zaz zsz zdz z fz zjz z kz z lz z;z zaf zj; azf jz; z	3
Zaki Raza Taza Caza Vaza Waza Azan Saza Daza Faza	4
Zaman Zauja Razak Mazah Jazak Nazak Bazak Razakah	4

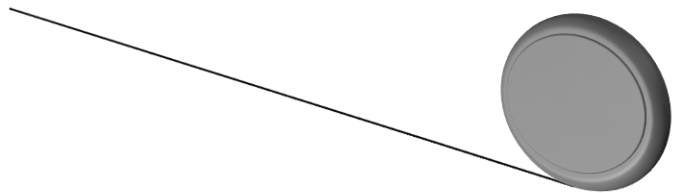


BUILD SPEED 9

1. Type EXERCISE below in one minute.
2. Do not press Enter at the end of the line.
3. The instructor will help you to do this task.

(18 word per minute)

Anda telah berjaya menaip sentuh secara bersistem semua abjad yang ada pada papan kekunci.

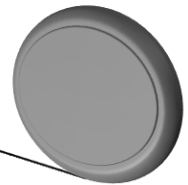


PRACTICAL WORK 2D

18 w.p.m

[5 MINIT]

f f fv fv fv fv fvf fvf fff fvf fvf fff fvf fvfv fvfv	50
j j jy jy jy jy jyj jyj jjj jyj jyj jjj jyjy yjyj	100
a a az az az az aza aza aaa aza aza aaa azaz zaza	150
av sv dv fv jv kv lv ;v va vs vd vf vj vk vl v; v	200
ay sy dy fy jy ky ly ;y ya ys yd yf yj yk yl y; y	250
az sz dz fz jz kz lz ;z za zs zd zf zj zk zl z; z	300
Vav vsv vdv vfv vjv kvv Yay ysy ydy yfy yjy yky ;	350
Zaz zsz zdz z fz zjz zkz Vasa vasi avaf evul asva;	400
Yati yaya ayat ayah saya Waza Azan Saza Daza Faza	450
Favas Mavas desav Tayar Wayar Rakyat Razak Mazah;	500



UNIT 10

Objectives

After finish this unit student are able to: -

- a) Touch type -, 2, 9
- b) Type speed 19 w.p.m (word per minute)
- c) Type with 96% accuracy

—

1. Use ; finger
2. Type each line 2 time
3. After finish the exercise please counts your error.

; ; ;- ;- ;- ;- ;- ;- ;- ;- ;- ;- ;- ;- ;- ;- ;- ;- ;-	1
a- s- d- f- j- k- l- ;- -a -s -d -f -j -k -l -; -	2
-a- -s- -d- -f- -j- -k- -l- -; -af -j; a-f j-; -	3
-asd -jkl a-df j-kl as-d jk-l asd- jkl- -a-d -j-k	4

2

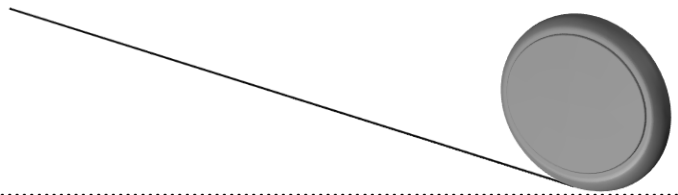
1. Use s finger
2. Type each line 2 time
3. After finish the exercise please counts your error.

sw2 sw2 sw2 sw2 sw2 s2s2 s2s2 s2s2 s2s2 s2s2 s2s2	1
2 sewa 2 waja 22 saja 22 wada 222 peti 222 pemaju	2
Sahid telah menyewa 2 buah rumah jalan 22 kembar.	3
Pada 22 haribulan dia telah ambil 2 barang mewah.	4

9

1. Use l finger
2. Type each line 2 time
3. After finish the exercise please counts your error.

lo9 lo9 lo9 lo9 lo9 1919 1919 1919 1919 1919 1919	1
9 lada 9 lewat 99 lembah 999 lelaki 999 wanita 99	2
Angka 9 adalah angka yang dihitung setiap ketika.	3
Hujan lebat telah turun sehingga 99 hari di desa.	4

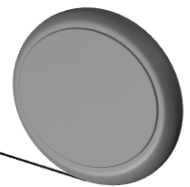


BUILD SPEED 10

1. Type EXERCISE below in one minute.
2. Do not press Enter at the end of the line.
3. The instructor will help you to do this task.

(19 word per minute)

Kemahiran menaip sentuh amat diperlukan bagi seorang setiausaha yang bertugas disetiap pejabat.

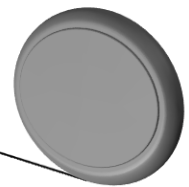


PRACTICAL WORK 2D

19 w.p.m

[5 MINIT]

-a- -s- -d- -f- -j- -k- -l- -;- -af -j; a-f j-; -	50
-asd -jkl a-df j-kl as-d jk-l asd- jkl- -a-d -j-k	100
sw2 sw2 sw2 sw2 sw2 s2s2 s2s2 s2s2 s2s2 s2s2 s2s2	150
2 sewa 2 waja 22 saja 22 wada 222 peti 222 pemaju	200
Sahid telah menyewa 2 buah rumah jalan 22 kembar.	250
Pada 22 haribulan dia telah ambil 2 barang mewah.	300
lo9 lo9 lo9 lo9 lo9 1919 1919 1919 1919 1919 1919	350
9 lada 9 lewat 99 lembah 999 lelaki 999 wanita 99	400
Angka 9 adalah angka yang dihitung setiap ketika.	450
Hujan lebat telah turun sehingga 99 hari di desa.	500



UNIT 11

Objectives

After finish this unit student are able to: -

- a) Touch type **2, 5, ‘**
- b) Type speed 20 w.p.m (word per minute)
- c) Type with 96% accuracy

8

1. Use k finger
2. Type each line 2 time
3. After finish the exercise please counts your error.

ki8 ki8 ki8 ki8 ki8 k8k8 k8k8 k8k8 k8k8 k8k8 k8k8	1
8 kilo 8 emas 88 kota 88 hari 888 mega 888 waktu.	2
Kami telah 888 kali mencari 8 orang pemuda tampan	3
Lebih 8 bungkus kari cap 88 ditambah setiap kualiti	4

5

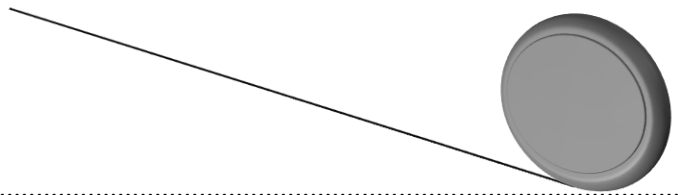
1. Use f finger
2. Type each line 8 time
3. After finish the exercise please counts your error.

fr5 fr5 fr5 fr5 fr5 f5f5 f5f5 f5f5 f5f5 f5f5 f5f5	1
5 felda 5 wajar 55 faktor 555 sukuan 555 takrifan	2
Ia berlari sejauh 5 kilometer setiap petang sunyi	3
Setiap 5 hari dia akan membaca 55 majalah remaja.	4

‘

1. Use ; finger
2. Type each line 2 time
3. After finish the exercise please counts your error.

;' ;' ;' ;' ;' ;' ;' ;' ;' ;' ;' ;' ;' ;'	1
Nur' Ain' Han' Jan' Nan' Kan' Dan' Man' Cai' Ami'	2
Ada seorang puteri yang diberi nama Nurul 'Ainan.	3
Mencari seorang lagi yang bernama Nur'aina Nadira	4



BUILD SPEED 11

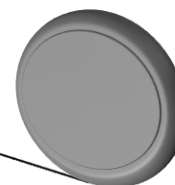
1. Type EXERCISE below in one minute.
2. Do not press Enter at the end of the line.
3. The instructor will help you to do this task.

(20 word per minute)

Tugas sebagai seorang setiausaha sentiasa memerlukan kecekapan dalam mengendalikan peralatan pejabat.

[5 MINIT]

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UNIT 12

Objectives

After finish this unit student are able to: -

- a) Touch type **4, 7, :**
- b) Type speed 21 w.p.m (word per minute)
- c) Type with 96% accuracy

4

1. Use f finger
2. Type each line 2 time
3. After finish the exercise please counts your error.

fr4 fr4 fr4 fr4 fr4 f4f4 f4f4 f4f4 f4f4 f4f4 f4f4	1
4 akta 4 meja 44 rajah 44 rail 444 raja 444 hari.	2
Raju ambil 4 fakta dari 44 buah buku itu semalam.	3
Basir telah menolak 4 keterangan daripada 4 saksi	4

7

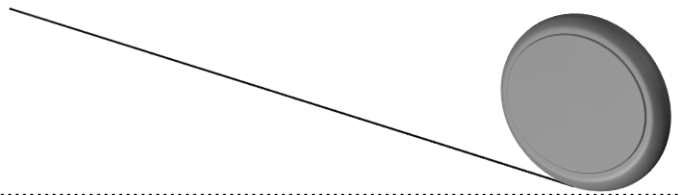
1. Use j finger
2. Type each line 2 time
3. After finish the exercise please counts your error.

ju7 ju7 ju7 ju7 ju7 j7j7 j7j7 j7j7 j7j7 j7j7 j7j7	1
7 jam 7 jubah 77 hari 77 ujian 777 usaha 777 tema	2
Pada hari yang ke 7 mereka dapat 77 ekor ikan aya	3
Jamil suka membaca ayat yang ke 77 itu kerana dia	4

:

1. Shift of the semicolon “;”
2. Use ; finger [Shift]
3. Type each line 2 time
4. After finish the exercise please counts your error.

;;; ;;; ;;; ;;; ;;; ;;;; ;;;; ;;;; ;;;; ;;;; ;;;;	1
Ada: kah: lah: hah: eha: dah: mai: his: sah: tah:	2
Tuan: Puan: Yang: Mula: Datok: Tuah: Yang: Mulia:	3
Encik: Tan Sri: Tuanku: Daripada: Bertarikh: Sah:	4

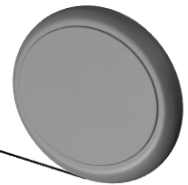


BUILD SPEED 12

1. Type EXERCISE below in two (2) minute.
2. Do not press Enter at the end of the line.
3. The instructor will help you to do this task.

(21 word per minute)

Teknik menaip yang baik dan betul mesti diamalkan dari mula lagi iaitu dari pelajaran pertama dan pada setiap kali membuat latihan. Amalan yang baik ini jika diamalkan akan memberi kesan yang cepat dan ketara.

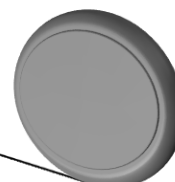


PRACTICAL WORK 3B

21 w.p.m

[5 MINIT]

fr4 fr4 fr4 fr4 fr4 f4f4 f4f4 f4f4 f4f4 f4f4 f4f4	50
4 akta 4 meja 44 rajah 44 rail 444 raja 444 hari.	100
Raju ambil 4 fakta dari 44 buah buku itu semalam.	150
Basir telah menolak 4 keterangan daripada 4 saksi	200
ju7 ju7 ju7 ju7 ju7 j7j7 j7j7 j7j7 j7j7 j7j7 j7j7	250
7 jam 7 jubah 77 hari 77 ujian 777 usaha 777 tema	300
Pada hari yang ke 7 mereka dapat 77 ekor ikan aya	350
Jamil suka membaca ayat yang ke 77 itu kerana dia	400
;;; ;;; ;;; ;;; ;;; ;;;; ;;;; ;;;; ;;;; ;;;; ;;;;	450
Ada: kah: lah: hah: eha: dah: mai: his: sah: tah:	500
Tuan: Puan: Yang: Mula: Datok: Tuah: Yang: Mulia:	550
Encik: Tan Sri: Tuanku: Daripada: Bertarikh: Sah:	600



UNIT 13

Objectives

After finish this unit student are able to: -

- a) Touch type **6, 3, /**
- b) Type speed 22 w.p.m (word per minute)
- c) Type with 96% accuracy

6

1. Use j finger
2. Type each line 2 time
3. After finish the exercise please counts your error.

jy6 jy6 jy6 jy6 jy6 j6j6 j6j6 j6j6 j6j6 j6j6 j6j6	1
6 jam 6 juri 66 ujian 66 unsur 666 baki 666 hotel	2
Jalan nombor 6 perlu diturap 66 bebrapa kali lagi	3
Juri telah memberi markah 66 kepada peserta akhir	4

3

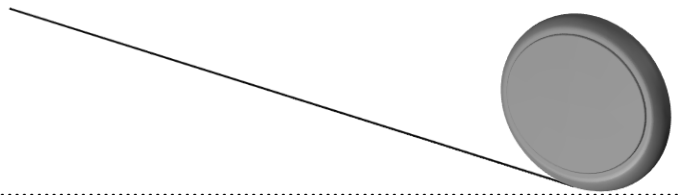
1. Use d finger
2. Type each line 2 time
3. After finish the exercise please counts your error.

de3 de3 de3 de3 de3 d3d3 d3d3 d3d3 d3d3 d3d3 d3d3	1
3 van 3 derma 33 waran 33 emas 333 peti 333 wakil	2
Pada hari yang ke 33 dia telah ajak cucu memandu.	3
3 daripada kenderaan telah bertolak 3 jam dahulu.	4

/

1. Use ; finger
2. Type each line 2 time
3. After finish the exercise please counts your error.

;/ /;/ /;/ /;/ /;/ /;/ /;/ /;/ /;/ /;/ /;/ /;/	1
ac/dc am/pm cm/km in/ka ca/wa la/wa ba/wa laju/ja	2
Betul/Salah Panjang/Pendek Tinggi/Rendah Siap/sah	3
Lawatilah http://www.ptss.edu.my/v/index.php/cari	4

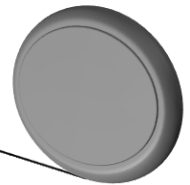


BUILD SPEED 13

1. Type EXERCISE below in two (2) minute.
2. Do not press Enter at the end of the line.
3. The instructor will help you to do this task.

(22 word per minute)

Ramai orang boleh menaip, tetapi kerja mereka ini tidaklah dapat disamakan dengan kerja yang dihasilkan oleh seorang jurutaip yang cekap dan terlatih. Peranan seorang jurutaip yang mahir dalam pejabat amat penting sekali.

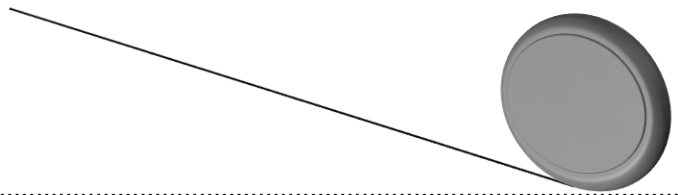


PRACTICAL WORK 3C

22 w.p.m

[5 MINIT]

jy6 jy6 jy6 jy6 jy6 j6j6 j6j6 j6j6 j6j6 j6j6 j6j6	50
6 jam 6 juri 66 ujian 66 unsur 666 baki 666 hotel	100
Jalan nombor 6 perlu diturap 66 bebrapa kali lagi	150
Juri telah memberi markah 66 kepada peserta akhir	200
de3 de3 de3 de3 de3 d3d3 d3d3 d3d3 d3d3 d3d3 d3d3	250
3 van 3 derma 33 waran 33 emas 333 peti 333 wakil	300
Pada hari yang ke 33 dia telah ajak cucu memandu.	350
3 daripada kenderaan telah bertolak 3 jam dahulu.	400
Betul/Salah Panjang/Pendek Tinggi/Rendah Siap/sah	450
Ramai orang boleh menaip tetapi tidak semua ikut.	500
Menaip mengikut sistem lebih baik, cepat dan laju	550
Membuat latihan yang tekun akan cepat memahirkan.	600



UNIT 14

Objectives

After finish this unit student are able to: -

- Touch type **&, \$, 0**
- Type speed 24 w.p.m (word per minute)
- Type with 96% accuracy

&

- Use j finger
- Shif of 7
- Type each line 2 time
- After finish the exercise please counts your error.

ju7& ju7& ju7& ju7& ju7& j&j& j&j& j&j& j&j& j&j&	1
Rahman & Co. Julia & Son. Mustafa & Keluarga & co	2
Syarikat guaman Fatah & Other telah menolong dia.	3
Alim & Sons adalah sebuah syarikat berdaftar sah.	4

\$

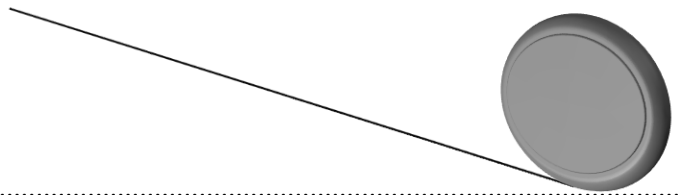
- Use f finger
- Type each line 2 time
- After finish the exercise please counts your error.

fr4\$ fr4\$ fr4\$ fr4\$ fr4\$ f\$f\$ f\$f\$ f\$f\$ f\$f4 f\$f\$	1
\$22 \$44 \$55 \$777 \$234 \$567 \$9276 \$5678 \$234567899	2
Dia membayar \$2,999 untuk membeli barang itu juga	3
Hanya \$22 diperlukan untuk mencapai sejuta dolar.	4

0

- Use ; finger
- Type each line 2 time
- After finish the exercise please counts your error.

;p0 ;p0 ;p0 ;p0 ;p0 ;0;0 ;0;0 ;0;0 ;0;0 ;0;0 ;0;0	1
20 ekor 20 pokok 300 tahun 500 cawan 5000 pelajar	2
Pokok yang bertanda 0 itu telah hias lampu limpah	3
Pada hari ini kehadiran mereka adalah 80 peratus.	4

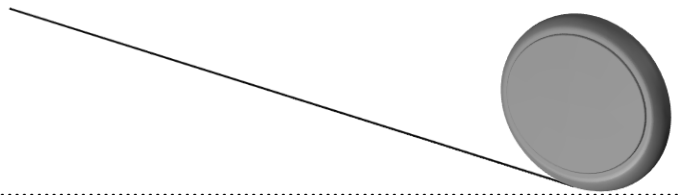


BUILD SPEED 14

1. Type EXERCISE below in two (2) minute.
2. Do not press Enter at the end of the line.
3. The instructor will help you to do this task.

(24 word per minute)

Dengan ketiadaan sistem kacukan yang dirancang maka terhasilah ayam kampung. Adalah sukar untuk menghuraikan jenis ayam kampung dari sifat. Perbezaan ketara adalah dari saiz badan juga menjadikan ayam kampung mempunyai keunikannya tersendiri.



PRACTICAL WORK 3D

24 w.p.m

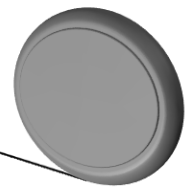
[5 MINIT]

Ramai orang boleh menaip, tetapi kerja mereka ini tidaklah dapat disamakan dengan kerja yang dihasilkan oleh seorang jurutaip yang cekap & terlatih. Ramai jurutaip diperlukan sekarang. Proses menaip menyelaraskan tiga pancaindera iaitu mata & otak & tangan. Jika ada gangguan hendaklah segera berhenti menaip & berehat. Semasa menaip kita memerlukan dua helai kertas, sehelai digunakan sebagai lapik. Proses menebuk kertas hendaklah tidak lebih dari lima helaian sahaja. Fail yang tidak digunakan lebih dari seminggu hendaklah disimpan didalam kabinet. Kabinet hendaklah sentiasa berkunci dengan rapi.

601 character with space

**601/5 = 120 words*

12/5 (minute) = 24 w.p.m



UNIT 15

Objectives

After finish this unit student are able to: -

- Touch type **1, ?, @**
- Type speed 25 w.p.m (word per minute)
- Type with 96% accuracy

1

- Use a finger
- Type each line 2 time
- After finish the exercise please counts your error.

aq1 aq1 aq1 aq1 aq1 ala1 ala1 ala1 ala1 ala1 ala1	1
1 aku 1 awak 11 unit 11 wajah 111 harap 111 lagi.	2
Ahmad mendapat nombor 10 setiap kali peperiksaan.	3
Nombor 1 adalah angka yang mudah sekali dikesani.	4

?

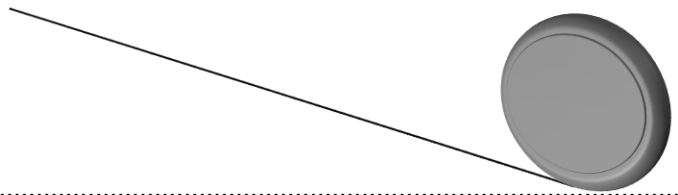
- Use ; finger
- Shift of the slash “/”
- Type each line 2 time
- After finish the exercise please counts your error.

;/? ;/? ;/? ;/? ;/? ;?;? ;?;? ;?;? ;?;? ;?;? ;?;?	1
ada? dia? kah? mana? siapa? majlis? betul? palsu?	2
Di negara manakah letaknya tempat bernama Maluku?	3
Siapa nama Perdana Menteri Malaysia yang pertama?	4

@

- Use s finger
- Shift of 2
- Type each line 2 time
- After finish the exercise please counts your error.

sw2@ sw2@ sw2@ sw2@ sw2@ s@s@ s@s@ s@s@ s@s@ s@s@	1
sah@ dah@ jasa@ akan@ ikan@ carik@ padah@ cermin@	2
Othman menjual tiga utas tali @ RM10 setiap satu.	3
Sila emailkan data kealamat taherkasa@hotmail.com	4

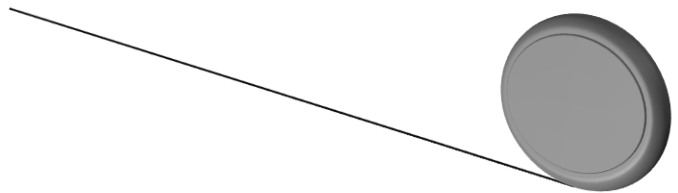


BUILD SPEED 15

1. Type EXERCISE below in two (2) minute.
2. Do not press Enter at the end of the line.
3. The instructor will help you to do this task.

(25 word per minute)

Sate ialah sejenis makanan yang dicucuk dengan lidi. Secara khususnya, sate dibuat daripada kepingan daging yang dicucuk pada lidi kelapa atau buluh dan dibakar menggunakan api arang kayu. Selain daripada sate daging dan ayam yang popular sekarang ini.



PRACTICAL WORK 4A

25 w.p.m

[5 MINIT]

Dengan ketiadaan sistem kacukan yang dirancang maka terhasilah ayam kampung. Adalah sukar untuk menghuraikan jenis ayam kampung dari sifat. Perbezaan ketara adalah dari saiz badan menjadikan ayam kampung mempunyai keunikannya tersendiri.

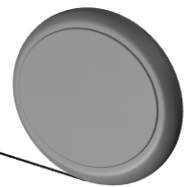
Penternakan ayam kampung adalah untuk menggalakkan masyarakat memelihara ayam kampung. Melalui aktiviti ini negara dapat mengimport bahan-bahan makanan ayam disamping meningkatkan pengeluaran bahan-bahan makanan ayam tempatan.

Sate dibuat daripada kepingan daging ayam yang dicucuk pada lidi buluh dan dibakar menggunakan api arang kayu. Sate daging dan ayam amat popular sekarang ini.

626 character with space

**626/5 = 125 words*

125/5 (minute) = 25 w.p.m



UNIT 16

Objectives

After finish this unit student are able to: -

- a) Touch type %, (), #
- b) Type speed 26 w.p.m (word per minute)
- c) Type with 96% accuracy

%

1. Use f finger
2. Shift of 5
3. Type each line 2 time
4. After finish the exercise please counts your error.

ft5% ft5% ft5% ft5% f%f% f%f% f%f% f%f% f%f% f%f%	1
1% 2% 3% 10% 20% 30% 40% 50% 60% 70% 80% 90% 100%	2
Mereka berdua mendapat markah 3% dalam ujian lalu.	3
90% pelajar adalah daripada kolej yang bersejarah.	4

(and)

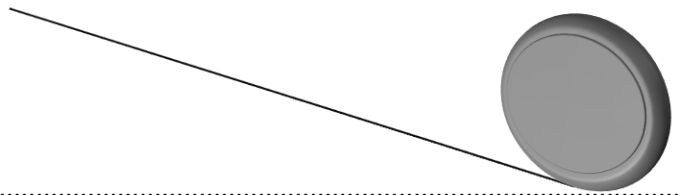
1. Use l finger for (and ; for)
2. Shift of 9 for (dan Shift of 0 for)
3. Type each line 2 time
4. After finish the exercise please counts your error.

lo9(lo9(lo9(lo9(lo9(;p0) ;p0) ;p0) ;p0) ;p0)	1
(mas) (ada) (sana) (sini) (kuih) (menari) (hampa)	2
Dia kelihatan (reaksi) gembira bila bertemu bapa.	3
Semua perjalanan keretapi (ETS) terpaksa dibatal.	4

#

1. Use d finger
2. Shift of 3
3. Type each line 2 time
4. After finish the exercise please counts your error.

de3# de3# de3# de3# de3# d#d# d#d3 d#d3 d#d3 d#d3	1
#1 #2 #12 #13 #45 #56 #123 #789 #890 #1234 #7890#	2
#56 Taman Seroja, Persiaran Semilang, 56000 Ipoh.	3
Rumah #345 itu telah dijual secara lelongan awam.	4

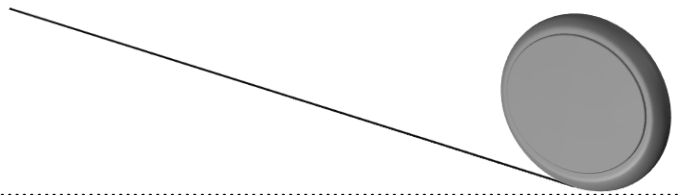


BUILD SPEED 16

1. Type EXERCISE below in two (2) minute.
2. Do not press Enter at the end of the line.
3. The instructor will help you to do this task.

(26 word per minute)

Aktiviti penternakan ayam kampung telah wujud sejak zaman berzaman sejak datuk nenek kita dahulu lagi. Generasi pertama ayam kampung adalah dari keturunan ayam hutan merah. Dengan kemasukan pedagang-pedagang dari Negeri China lahirlah generasi kedua ayam kampung.



CHAPTER 3

BUILD SPEED

1. Type EXERCISE below in two (2) minute.
2. Do not press Enter at the end of the line.
3. The instructor will help you to do this task.

(27 word per minute)

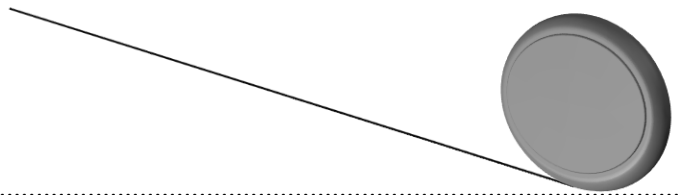
Sate bukan menu makanan Melayu semata-mata. Di benua Amerika Selatan iaitu di negara Guyana ada juga sate, tetapi saiznya lebih besar. Di Malaysia sate dipercayai diperkenalkan oleh Haji Tasmin. Beliau menjual dari rumah ke rumah dan beliau akan berhenti jika dipanggil.

(28 word per minute)

Perniagaan beliau adalah jenis perniagaan bergerak ataupun peniaga kandar. Ini merujuk kepada dua bekas yang dikandar oleh peniaga. Peniaga akan membawa berjalan keliling kampung. Gambaran mengenai peniaga sate yang mengandar barang boleh dilihat di dalam filem Pontianak Gua Musang.

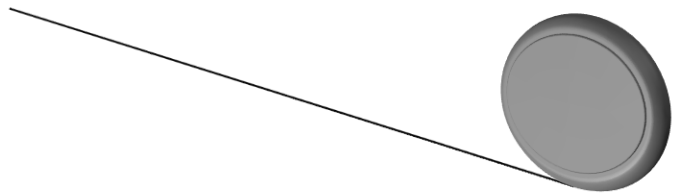
(29 word per minute)

Jika sate satu ketika dahulu dimakan di tepi-tepi jalan dan gerai-gerai kecil, kini sate dijual dibangunan yang lebih mewah dan standard. Cara hidangan, lokasi, menu air, menu sate turut berubah sesuai dengan perubahan zaman. Perniagaan sekarang turut berubah kepada sistem kepada francais.



(30 word per minute)

Pucuk rebung, bunga cengkih, tampuk manggis dan tampuk kecupu antara pelbagai motif yang boleh ditemui dalam tenunan songket. Pola alam sekitar ini memang merajai kain songket sama ada songket limar atau songket biasa. Secara keseluruhannya, motif tenunan songket meliputi pola tumbuhan dan kosmos.



PRACTICAL WORK 4B

27 w.p.m

[5 MINIT]

Kebanyakan orang Melayu tidak makan sate daging semata-mata. Oleh itu biasanya turut disertakan nasi dalam bentuk ketupat.

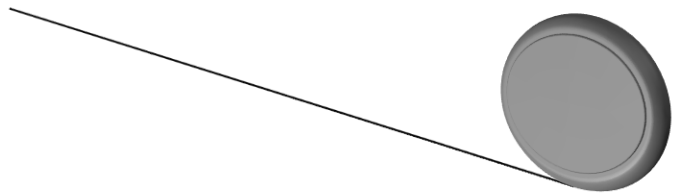
Kuah sate disediakan daripada kacang yang ditumbuk lumat dan digaul serta dimasak dengan pelbagai herba. Bau yang amat wangi sangat penting menarik selera pelanggan. Sate dihidang dengan bawang merah dan timun. Selain ketupat nasi atau nasi himpit.

Pada masa dahulu perniagaan sate adalah jenis perniagaan bergerak ataupun peniaga kandar. Ini merujuk kepada dua bekas yang dikandar oleh peniaga. Peniaga akan membawa berjalan mengelilingi kampung. Gambaran mengenai perniaga sate yang mengandar arang boleh dilihat di dalam filem Pontianak Gua Musang.

675 character with space

**675/5 = 135 words*

135/5 (minute) = 27 w.p.m



SPEED SPRINTS

12 second exercise 1

Jangan cuba mengangkat barang yang berat dan besar.
Langkah pencegahan perlu diambil mengelakan risiko.
Hanya juruteknik dibenar membaiki segala kerosakan.
Berwaspada selalu dan jaga keselamatan setiap masa.

||||5||||10||||15||||20||||25||||30||||35||||40||||45||||50

12 second exercise 2

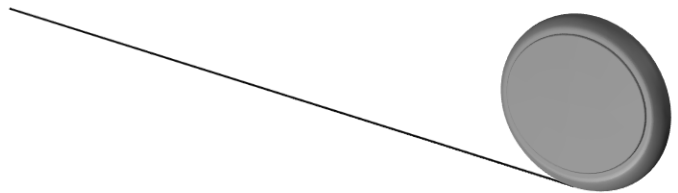
Pekerjaan yang bermula sebagai pengamal perubatan Tradisional
Telah menjadi identiti kampus amalan membaca setiap hari-hari
Terlalu lama sejak beratus tahun lalu telah menjelajah dunia.
Harga songket bergantung pada jenis benang kapas atau sutera.
Pemimpin negara memerlukan masa tujuh bulan untuk disahkan.

||||5||||10||||15||||20||||25||||30||||35||||40||||45||||50||||55||

12 second exercise 3

Jelaslah di sini keselesaan ruang kerja memainkan peranan
Membuat kerja tertangguh di pejabat menghasilkan produk.
Permintaan berubah mengikut keperluan kerja yang bakal ada.
Reka bentuk dan perancangan sesuatu ruang kerja sangat patut
Sikap dan perilaku pemilik aset bebeza sejak dari dahulu lagi

||||5||||10||||15||||20||||25||||30||||35||||40||||45||||50||||55||



12 second exercise 4

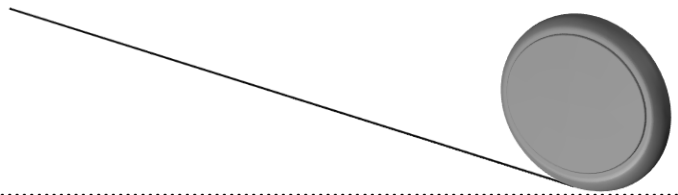
Bentuk dan suasana ruang kerja harus sesuai dengan aktiviti.
Kekurangan kelengkapan seperti perabot dan peralatan berlaku.
Reka letaknya harus berdasar kepada cara pemilik itu bekerja.
Seperti yang dijelaskan tadi bahawa kedatangan adalah penting
Setiap keluarga memerlukan ruang untuk bebual dan berbicara.

||||5||||10||||15||||20||||25||||30||||35||||40||||45||||50||||55||

12 second exercise 5

Keadaan masyarakat bekerja sudah berubah buat masa kini.
Dengan adanya kemajuan teknologi maklumat pengguna selesa.
Seseorang itu tidak perlu lagi bekerja keras mencari rezeki.
Suri rumah melakukan segala kerja di rumah tanpa bantuan.
Perkara ini sudah lama dipraktikkan dan popular pada masa itu

||||5||||10||||15||||20||||25||||30||||35||||40||||45||||50||||55||



1 MINUTE PRACTICE

24 wpm

Memo biasanya digunakan bagi perhubungan di dalam pejabat.

26 wpm

Memo biasanya tidak memerlukan kata aluan dan juga kata penutup.

28 wpm

Hampir keseluruhan pejabat sekarang dilengkapi dengan kemudahan menaip.

30 wpm

Masukkan temu janji di dalam buku catatan dengan urutan tarikh yang sesuai.

32 wpm

Semak semua temu janji yang dicatat dalam buku harian pada awal hari kerja.

34 wpm

Semak semula dengan teliti setiap catatan dalam buku harian sebelum menamatkan kerja.

36 wpm

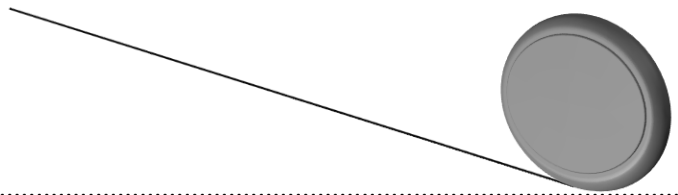
Garis panduan diterbitkan bagi memberi panduan mengenai pelaksanaan kertas kerja terkini.

38 wpm

Pembentangan awal bertujuan untuk menjamin kertas penyelidikan yang dihasilkan mencapai kualiti.

40 wpm

Garis panduan ini hanya digunapakai bagi pembentangan di peringkat jabatan, daerah dan negeri sahaja.



42 wpm

Panel penilai perlu menyemak dan mengesahkan kertas awal pembentangan sebelum dianugerahkan pengiktirafan.

44 wpm

Bukti akan dikeluarkan oleh unit penyelidikan dan inovasi yang ditandatangani oleh ketua pengarah pendidikan.

46 wpm

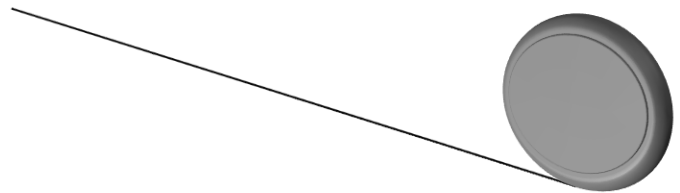
Memberi pendedahan awal mengenai pembentukan personaliti melalui pengurusan kesihatan serta pemakanan yang seimbang.

48 wpm

Memberi peluang kepada pelajar untuk memahami kaitan antara subjek yang dipelajari dengan persekitaran pekerjaan kelak.

50 wpm

Pengenalan kepada topik gaya hidup sihat melalui fizikal dan mental serta amalan pemakanan yang seimbang dikalangan pelajar.



Reference

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