

Supplementary Lesson: Ten-Key Numeric Keypad

Goals

- Touch-type the ten-key numeric keypad keys.

New Keys

A. THE 4, 5, AND 6 KEYS

To input numbers using the ten-key numeric keypad, you must activate the NUM LOCK (Numeric Lock) key. Usually, an indicator light signals that the NUM LOCK is activated.

On the keypad, 4, 5, and 6 are the home-row keys. Place your fingers on the keypad home row as follows:

- J finger on 4
- K finger on 5
- L finger on 6

On most computers, there is a raised line or dot on the 5 key to help you easily locate the home-row position when using the keypad.

Use your Sem finger to control the ENTER key. For the exercises in A–F that follow:

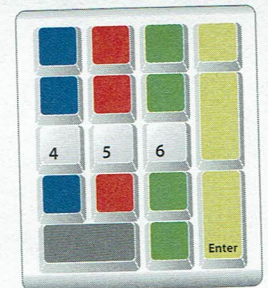
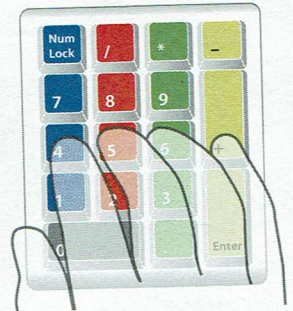
1. Ensure that NUM LOCK is activated.
2. Press ENTER after typing the final digit of each number.
3. Type the first column from top to bottom; then move to the next column.
4. Keep your eyes on the copy.

1	444	455	466	544	566
2	555	644	656	456	654
3	666	445	466	554	556
4	664	665	456	654	454
5	464	546	564	655	456

B. THE 7, 8, AND 9 KEYS

Use the J finger to control the 7, the K finger to control the 8, and the L finger to control the 9.

6	474	585	696	549	984
7	747	858	969	485	645
8	774	885	996	658	489
9	447	558	669	846	647
10	744	855	966	476	867



C. THE 1, 2, AND 3 KEYS

Use the J finger to control the 1, the K finger to control the 2, and the L finger to control the 3.

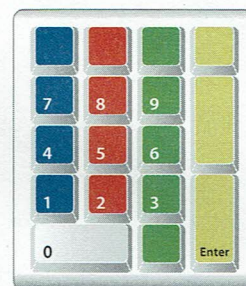
11	414	525	636	215	326
12	141	225	336	634	435
13	144	552	663	324	145
14	441	255	636	263	346
15	144	252	363	431	265



D. THE 0 KEY

Use the right thumb to control the 0.

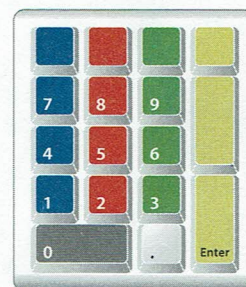
16	404	901	580	407	802
17	505	101	690	508	506
18	606	202	410	609	700
19	707	303	520	140	800
20	808	470	630	250	900



E. THE . KEY

Use the L finger to control the decimal (.) key.

21	6.6	7.6	1.2	6.5	9.8
22	3.2	4.4	7.7	5.5	8.8
23	2.2	6.6	9.3	1.1	1.0
24	3.1	8.4	7.1	9.3	3.4
25	4.5	8.3	9.9	6.5	3.8



Skillbuilding

F. NEW-KEY REVIEW

26	526	081	175	14.7	70.3	868	115
27	451	736	672	80.4	68.0	280	505
28	450	148	761	68.0	69.4	258	739
29	017	856	702	28.0	86.5	42	700
30	023	924	028	63.4	58.2	608	35
31	715	846	315	5.98	7.10	617	290
32	039	760	316	8.40	6.25	74	961
33	401	650	612	5.87	4.20	600	307
34	419	694	427	8.01	9.31	620	3
35	685	948	432	7.50	8.41	929	302