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“Th e Keyboarding Methodology Instructional Guide for Teachers and Administrators” (<http://www.cteresource.org>) provides detailed guidelines on page 24 of ways that a school division may implement a waiver or “test out” process that allows students to demonstrate profi ciency in the keyboarding competencies before

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[Strategies for Teaching Touch Typing to Students with ...](#)
Left pinky finger – for typing button Q, A, Z and left Shift; Left ring

finger – for typing button W, S and X; Left middle finger – for typing button E, D and C; Left index finger – for typing button R, F, V, T, G and B; Right index finger – for typing button Y, H, N, U, J and M; Right middle finger – for typing button I, K and ,

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1. Learn to touch type. Touch typing is a typing technique in which you always use the same finger to type each key, without looking at the keyboard. It takes some practice to learn, but training these consistent finger motions will enable you to type much faster than you could otherwise.

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