

LESSON 1

THE TOUCH METHOD AND THE HOME ROW—4, 5, AND 6

- OBJECTIVES:**
- Use the touch method to enter numbers
 - Use the home row keys 4, 5, and 6
 - Solve addition problems

The Touch Method

1. Turn the calculator on.
2. Adjust the print to be either on or off (for classroom exercises, turn on).
3. Set the decimal point.
4. Sit in a comfortable position:
 - Eyes on text
 - Feet flat on the floor
 - Back straight
 - Fingers on the home row keys (for the right hand):

Finger	Position
Index	4
Middle	5
Ring	6
Thumb	0
Little	+

5. Keep eyes on the text.

Exercise 1: Add the numbers at the right.

Note: Always enter numbers from left to right, i.e., in the same order you write them.

Tap each key quickly with a clean, sharp stroke

1. Clear the calculator.
2. Place your fingers on the home row.
3. Look at the text.
4. Strike the 4 key once, keeping your eyes on the text.
5. Strike the + (plus) key once, keeping your eyes on the text.
6. Repeat steps 4 & 5 twice more.
7. Strike the total key with your little finger.
8. Compare your tape to the sample in the text.

Sample

```
0 *
4 +
4 +
4 +
12 *
```

Exercise 2: Using the previous method, complete the following exercises.

Repeat the exercises to verify your answers. If any answers disagree, rework the problem until you are confident of the answer. Then compare your answers to the key in the Appendix.

- | | | | | |
|--|--|---|---|--|
| 1. $\begin{array}{r} 4 \\ 4 \\ 4 \\ 4 \\ \hline 4 \end{array}$ | 2. $\begin{array}{r} 5 \\ 5 \\ 5 \\ 5 \\ \hline 5 \end{array}$ | 3. $\begin{array}{r} 6 \\ 6 \\ 6 \\ 6 \\ \hline 6 \end{array}$ | 4. $\begin{array}{r} 4 \\ 5 \\ 4 \\ 5 \\ \hline 4 \end{array}$ | 5. $\begin{array}{r} 4 \\ 6 \\ 4 \\ 6 \\ \hline 4 \end{array}$ |
| 6. $\begin{array}{r} 4 \\ 5 \\ 6 \\ 4 \\ 5 \\ \hline 6 \end{array}$ | 7. $\begin{array}{r} 4 \\ 6 \\ 4 \\ 6 \\ 4 \\ \hline 6 \end{array}$ | 8. $\begin{array}{r} 54 \\ 46 \\ 65 \\ 54 \\ 45 \\ \hline 64 \end{array}$ | 9. $\begin{array}{r} 64 \\ 46 \\ 55 \\ 46 \\ 64 \\ \hline 55 \end{array}$ | 10. $\begin{array}{r} 456 \\ 546 \\ 465 \\ 456 \\ 654 \\ \hline 645 \end{array}$ |
| 11. $\begin{array}{r} 456 \\ 564 \\ 455 \\ 644 \\ 564 \\ \hline 564 \end{array}$ | 12. $\begin{array}{r} 466 \\ 45 \\ 645 \\ 6 \\ 455 \\ \hline 56 \end{array}$ | 13. $\begin{array}{r} 654 \\ 4 \\ 54 \\ 465 \\ 54 \\ \hline 45 \end{array}$ | 14. $\begin{array}{r} 466 \\ 54 \\ 55 \\ 44 \\ 4 \\ \hline 456 \end{array}$ | 15. $\begin{array}{r} 456 \\ 65 \\ 555 \\ 4 \\ 656 \\ \hline 44 \end{array}$ |

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____

Lesson 1 Review: Repeat the exercises below until you are comfortable with the home row. Then compare your answers to the key in the back. When you are comfortable using the home row, move on to Lesson 2.

- | | | | | |
|---|---|---|---|--|
| 1. $\begin{array}{r} 455 \\ 664 \\ 454 \\ 465 \\ \hline 454 \end{array}$ | 2. $\begin{array}{r} 455 \\ 654 \\ 665 \\ 454 \\ \hline 665 \end{array}$ | 3. $\begin{array}{r} 665 \\ 664 \\ 666 \\ 545 \\ \hline 664 \end{array}$ | 4. $\begin{array}{r} 454 \\ 445 \\ 664 \\ 555 \\ \hline 644 \end{array}$ | 5. $\begin{array}{r} 654 \\ 446 \\ 554 \\ 456 \\ \hline 454 \end{array}$ |
| 6. $\begin{array}{r} 465 \\ 545 \\ 644 \\ 466 \\ 555 \\ \hline 456 \end{array}$ | 7. $\begin{array}{r} 654 \\ 645 \\ 444 \\ 666 \\ 444 \\ \hline 655 \end{array}$ | 8. $\begin{array}{r} 544 \\ 464 \\ 654 \\ 544 \\ 455 \\ \hline 645 \end{array}$ | 9. $\begin{array}{r} 645 \\ 456 \\ 555 \\ 456 \\ 654 \\ \hline 455 \end{array}$ | 10. $\begin{array}{r} 466 \\ 646 \\ 455 \\ 454 \\ 554 \\ \hline 665 \end{array}$ |

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____