

LESSON 4

THE ZERO KEYS—0 AND 00

- OBJECTIVES:**
- ▣ Learn the 0 and 00 keys
 - ▣ Solve addition problems

1. Place your fingers on the home-row keys.
2. Look at the calculator to see where the 0 and 00 keys are in relationship to the home row.
3. Use your thumb to strike the 0 key. Strike the key sharply.
4. Use your middle finger to strike the 00 key.
5. Practice moving from the 5 key to the 00 key.
6. Now, without looking at the keys, practice moving each finger to the 0 and 00 keys.

Exercise 1: Add the numbers below.

- | | | | | |
|--|--|--|--|--|
| 1. $\begin{array}{r} 40 \\ 10 \\ 70 \\ 10 \\ \hline 40 \end{array}$ | 2. $\begin{array}{r} 50 \\ 20 \\ 80 \\ 20 \\ \hline 50 \end{array}$ | 3. $\begin{array}{r} 60 \\ 30 \\ 90 \\ 30 \\ \hline 60 \end{array}$ | 4. $\begin{array}{r} 405 \\ 102 \\ 708 \\ 102 \\ \hline 405 \end{array}$ | 5. $\begin{array}{r} 400 \\ 600 \\ 700 \\ 900 \\ \hline 100 \end{array}$ |
| 6. $\begin{array}{r} 4100 \\ 5002 \\ 6003 \\ 4100 \\ 5200 \\ \hline 6003 \end{array}$ | 7. $\begin{array}{r} 4010 \\ 6030 \\ 7080 \\ 9010 \\ 3060 \\ \hline 8040 \end{array}$ | 8. $\begin{array}{r} 6005 \\ 5430 \\ 7015 \\ 9015 \\ 3247 \\ \hline 3008 \end{array}$ | 9. $\begin{array}{r} 9007 \\ 3841 \\ 3089 \\ 3780 \\ 9000 \\ \hline 3791 \end{array}$ | 10. $\begin{array}{r} 9084 \\ 7032 \\ 6008 \\ 9700 \\ 6571 \\ \hline 9007 \end{array}$ |
| 11. $\begin{array}{r} 6007 \\ 6519 \\ 3024 \\ 9087 \\ 3246 \\ \hline 1000 \end{array}$ | 12. $\begin{array}{r} 9087 \\ 6543 \\ 3049 \\ 6054 \\ 3847 \\ \hline 9087 \end{array}$ | 13. $\begin{array}{r} 3598 \\ 6021 \\ 9710 \\ 2057 \\ 3000 \\ \hline 9830 \end{array}$ | 14. $\begin{array}{r} 3246 \\ 3024 \\ 3002 \\ 6801 \\ 9074 \\ \hline 9247 \end{array}$ | 15. $\begin{array}{r} 9784 \\ 9004 \\ 6001 \\ 3050 \\ 3701 \\ \hline 2480 \end{array}$ |

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

Lesson 4 Review. Repeat the exercises below until you are comfortable with the zero keys. Then compare your answers to the key in the appendix. When you are comfortable using the zero keys, move on to Lesson 5.

- | | | | | |
|--|--|--|--|---|
| 1. 4003
3060
5047
9620
8007
<u>1060</u> | 2. 3002
5980
3247
3000
6010
<u>7228</u> | 3. 6027
2110
7007
9885
6100
<u>3010</u> | 4. 8001
3215
6040
6200
6209
<u>9007</u> | 5. 6800
9005
2000
9208
3371
<u>8105</u> |
| 6. 1002
9200
6041
3540
6021
<u>9108</u> | 7. 6071
9132
7200
9078
9101
<u>3001</u> | 8. 3700
9012
6300
9024
3305
<u>9085</u> | 9. 1008
9200
3708
2054
1984
<u>3001</u> | 10. 9072
3040
9000
3041
9100
<u>3040</u> |

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

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