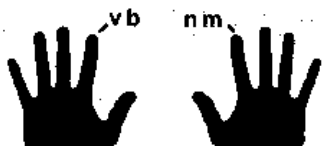


8. Learning v, b, n and m



fv fb jn jjm vm bn vn mb fvv fvvbb fvbbnn fbb fbbnn
 fbbnmm jmm jmmnbb jnn jnnbb jnnbbnn bob and
 Wilbur have driven mom and ann home; baked
 bread; most moomms know that's many very messy babies need diksi most
 babies good milk never believe the battle is over until you have done your
 very best; neither the vat river nor balling brod moves a bit faster if pushed;
 victory bean

9. Learning x, c, , (comma) and . (period)



dc ki sx l. dx k. dcc dcc;' dcc;," sxx sxxcc sxxcc,, k,,
 k,,, k,,,xx l.. l...,cc be coxed to exercise oxen, cows,
 max cannot be coaxed to exercise. oxen, cows, and
 calves are common examples of borinness the titles mr., mrs., md., and de. are
 concise axpressions for a city street. we can expects and excess expenses
 exceedingly carefully zxcvb nm,./ zxcvb nmm,./ zxcvb nm,./,mn bvcxz /.,mnb

10. Learning z and ' (apostrophe)



az i' sz l' azz ii azzii" szz szzii lzz lzzss lzzss"
 l'zzaa l'zzaa lzz lzzss" she won't zip zipper
 zealously unless shes's zessfull. we'll see zebra,
 and ozon and axlikes animal at zoo. we won't want what he can't have zelda's
 new azure chet's zipper needs fixing but he's to lazy zing went the zitners's
 strings as red played zack's zang zesby song zorro jum'at za'za ta'lim zainal
 zi'zag zi'zag zi'gaz z'zz' zaki zaza ""a'a'a za'za za'sa' a'sa' kaka' adi' kada' a"

11. Learning Right Shift

FR DE SW FT GB VC XZ Am Sally Debby Fred Greg Led Rod Ed Wally



Quentin Zach Xerox Carla val Bobby February April
 August September December Tuesday Wednesday
 Thursday Friday Saturday Sunday Atlanta City,
 Dallas, Fort Wayne, Geneva Samarinda East Borneo, Encyclopedia
 Britannica World Book Amelia Earhart was first woman to cross the Atlantic
 by Airplane. Congress gave the American aviatrix the Distinguished Flying
 Cross Jones Val Tamia Saxophone Ada Apa Dengan Cinta Anya Dengan Aku

12. Learning Left Shift



Ki LO LP JM JN JH JY Harold John Ken Laurie Yvonne
 Novie Ursula Ian Oliver Ping Paula July October
 November Monday May June New Year's Lincoln,
 Knoxville, Jacksonville, Henry, Volcano on Mt. Mauna. Loa Janan Indonesian
 Idol, King of the Pop, One of the first members of the United Nations was the
 United Kingdom, My name is Porter. I did know what did you do at last
 Monday. Mr. and Mrs. Keating. Mr. Falah_Yu was born on Malang KucecWar

13. Learning : (colon), ? (question mark) and “ (quoties)



l: l" l? k: k? ?" ": date: "quote" Time? Bringing a "friend?"
 the colon: Always type two spaces after colon. Type one
 space after a comma, before a quote. Example: She says:
 "Hi" Type two spaces after ? or as in this example "Hello? Yes. I will. "Mrs, Paul
 Revere to husband. "But isn't it My turn to use the horse?" Joke: "What do you call a
 cow standing on a hill?" Answer: "Lean meat". "Possible name choices: " Sue?"
 "Ken?" "Daven?" "Ann?" "Marry?" "John?" He: "When?" She: "How' They: "Where?"
 "Me: "I don't know. Do you?" Angry man to dog: "Where you on the couch, Fido?"

14. Learning 3, 4, 7 and 8



f4 j7 d3 k8 d4 k7 f3 j8 f44 f4477 f447788 d333 d333444
 d334477 3478 the sum of 34 and 44 is 78. 87 minus 3
 equals 84. Grandfather is 87 years old today. His son is
 43. The numbers one to mine are usually written out: "four,
 "not "4. "there are certain exceptions. Time is written "3:48", "7 pm" etc. Percentages
 are "4 percent" "7 percent"; proportions are "8 to 3 odds. " A number greater than
 mine is usually written in numerals: "784 people. My Phone number: 341-34788743

15. Learning 1, 2, 9 and 0



22 19 a1 ;0 a2 :9 sl 10 s22 s2299 s229900 a11 a1122
 a1122 s9 199 1992211 ;00 ;0099 ;000999222 1902
 29th 1990 10 years, 9 months 29 days and 22 hours
 later ... 19 baby garooches weighing 9,012 pounds
 each were born on Zycon. Use singular knots for numbers less than one: "0,29 ton,
 "not "0,29 tons. "the number 0 is the exeption to this rule, "0 seconds, "not "0
 second. "Numbers in the millions can be written as "2.900.000" or "2,9 million.

“However, billions must be written in numerals, as in “12.192.000.000. “A billion means 1.00 million in the Indonesia and a million elsewhere. Number of lucky : 1290
16 Learning 5 and 6



f5 j6 t5 yb d5 k6 fb ftt ftt5 ft5566 jyy jyy66 jyy6655
juju66 juu6655 56 6th suite 650, South City, ZIP code
955656 A StKamurd. Page has 66 lines, leave 12 lines
at top, 6 lines at bottom. Write decimals as numerals:
5,6. 6,5. 64,5. 55,6. 36,57. 46,59. Put a zero before the decimal point in numbers
less than one “0,5655”. Use numerals of two or more occur in sentences with
numerals as: “560 people live in South Fork. ‘Write the number but, or rewrite: “The
population of South Fork is 560. “Computer memory is expressed as “256K, “640K,
“etc.; 1 K equals 1024 bytes.

17. Learning -- (hyphen), = (equal)



= ; - ; = 1- ;-- ;--== ;==;; \--==;; \==--;; --;; --ii eekk =ii
==ii\ ==ii—11kk -ii== Subtraction is denoted by the
minus sign , “-”, “as in “5-3=2 “Equals” is donated by
“=9-1=9. 10-4=6. Use a hyphen “-” between numbers ans units modifying nouns: 8-
inch. 6-m-diamter pipe; 100-year-old culture; 9-second delay; 6-person team/
Express fractions in decimal forms: “0,5” or “0,64”. “Do 100 push-ups every day: 50
in the morning and 50 in the evening.

18. Learning % (percent) and ^ (caret)



f% j^ a% k^ ff%% ff%%%jj ff%%%jj^^ j^^ j^^ff j^^ff%%% ^^jj ^^jjkk
ff%%%jj^^ j^^ff j^^ff%%% ^^jj^^ ^5^ ^^%%^^ the care “^”, is used
in BASIC programs for exponentiation: 4^2=16.
6^3=6*6*6=216. 2^3=8 and 3^2=9. During World War I,
increase in prices exceded 65%. The total cost Of a \$ 1,770 purchase with 8,25%.
Sales tax is # 1,916.02. Use the ^ to indicate a point of insertion

19. Learning ! (exclamation point) and @ (at sign)



a! s@ s! a@ aa!! Aa!!ss aa!!ss@@ ss@@aa!! !!aa !!aa@@@
Use an exclamation mark, ! to express force: Help! I’ll be
back! The @ sign is used to show volume: 2 pcs @ Rp
10.000. 4 pcs @ Rp 5.000 each x 2 pcs @ Rp 12.000 each=
how many rupiahs?. The @ sign can be used in place of the word “at”.
yn_valah@plasa.com. please contact my email: guruvalah@yahoo.com or

falah_yunus@telkom.net or yn_valah@plasa.com. Hush! The cat comes. Hurra! The school is over. Oh! That's pity. Alas! you lost the game. Bravo! That's what I want.

20. Random Word

asdf jkl; asdf jkl; asdf jkl; asdf jkl; ;lkj fdsa ;lkj fdsa ;lkj fdsa dasa kala dasa kala dasakalah ;kjh lkjh ;lkjh gajah dadah gajah dada flask fal qwert yuiop qwert poiuy trewq yuiop yuiop yuiop trewq trewq yui tre yui tre yuitre yuitre yuitre erop erop erop erop derop deropa deropas. Zxcv nmm,,. Zxcv nm,./ zxcvb nm,./ zxcvb nm,./ vcxz nm,. Vcxz.,mn zxcv .,mn zxcv .,mn nm, vcx bnm, vcx vcx nm, bn bv bn bv nmcx nmcx nmcxz. Aku sukak sku sukas kolak pisang aku suka kolak pisang aku suka kolak pisang ucok babah ucok baba bukan presiden luka lama kita luka lama kita luka lama dalam hal ini dalam hal ini dalam hal asa ;|; asa ;|; miki fvrf miki vrvf miko fvrf fvrfv decs lo,l decs lol,; asa ;|kl Xerox Xerox Xerox polma polma polma polma kolam kolam kolam kolam kalam kalam akal aqas aqal aqas aqas saqa sqa saqa saqa dsa buq buaq buah bolk bolok buah bolok boaq buaq buroq buroq buah

21.

Falls fad falls flask fall dad all falls flask fall fal dad faf fall ask ask add alfalfa falafala lads lads fall falls alfa alfalfa fala falafala ask flask ask asks salad fad jas jas jahad jahad kala kala lada lada sagalagala sagala gala flask sahaja sahaja gagak gagak salad slada slada salad sheika uses a u ruler skillfully. Invest ion some limited edition solid brass art. Corporation statute generally permit a corporation to issue two or more classes of stock. A bank is one of the ,sot important sources of debt. Time is money. It is nice to be impotant but more important is to be nice. Nice to meet you. Long time no see. Are you boring? Well I'm too. Time is money, time is blade, time is time.

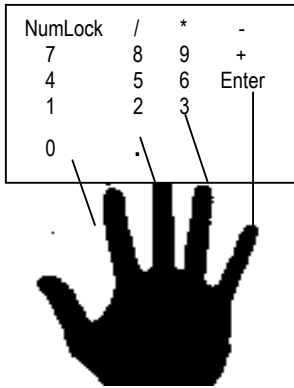
22.

Fulfill aggregate literature illiterate fulfill aghast assugwe deter asterisk aggregate gauge deferred gauge adhere adelia kimono anata kara kimono ananta astaga amin amin rais dan siswono hat harras dial dial tone dials diar diary dissuade dissoder dissoder disudet ditusuk ditusuk agaragar akan alami alamat agak agar alamat amin dan siswo amin dan siswo amin dan siswo suggest skilfull fulfill desa kita ada di sana. Kunjungi aku di <http://www.geocities.com/guruvalah> atau di <http://www.guruvalah.tk> atau kamu yang suka bahasa Inggris kunjungi di http://prospect_bulletine.20m.com

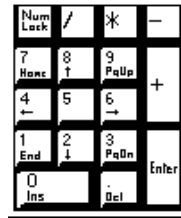
23.

Atlantic exploration has been recorded early as 1773. oxygen was discovered in 1774. a grizzly bear can run 30 mph. we went for a 12 mile bike ride last night. Warren G. harding was U.S. Presiden from 1921 to 1923. 1 kilogram is equal to 2.2 pounds. The moon is approximately 280 thousand miles away. A garden snail moves at a sped at 0.03 mph. drink 8 glasses of water each day. Be Ourselves. No one is perfect. Our friends will not expect us to bhe simebody else but being ourselves. Our friends will not accept phony friends. Be with Our Friends. It is impossible to make friends if we never meet them. Most friends that we make will be people who have the same interests as we do. Therefore, it makes sense to join groups where we are likely to meet such people. Tak ada kata selain Kamu harus mampu mengetik dengan cepat minimal 50WPM. Untuk itu setelah ini harus mengikuti tes kecepatan yang bersertifikat. Oke

24. Latihan Menggunakan Numeric Keys (Tombol Angka)



Tut nomor yang disebelah kanan pada keyboard Kamu dapat diaktifkan dengan menekan tombol [Num Lock]. Kunci Penuntun = 5 dan Kunci Basis : 4, 5, 6, Jadi setelah mengetik angka/karakter, posisi jari kamu harus kemabli ke kunci basis. Sekarang mulai berlatih mengetik angka :



789 789 456 ↵ 456 123 4123 ↵ 7410 8520
 963. 7/8 7/9 7/6 478 *4 89 *456 145 +123
 0158314 4565 -9 954-8 17-811945 17-08-45
 17-08-1945 ///478 859*789/2 ½ 4/5 30.45
 25.75 45.45 789+789 +++++ ---- ***** //// 123 ↵ ↵
 ↵ 89+89 356 ½ ¼ 4/5 3.5 0.25 0.789 789 96.0
 25*25 ↵ 45*45 300+0.25 +45 *25 ↵ 56+789

45.58*56-2.↵ 56.25+35.35 36.36*85 //364 123456789 456456 415.12*12 123.789 852
 852 852 741 741 963 963 147 369 321 654 987 987 753 159 951 789 456 436 ↵ ↵ ↵
 719 458 756 123 156 138 149 45668 458 4635

E. Tes Kecepatan

Untuk mengetahui apakah Kamu telah mampu mengetik dengan cepat atau belum, maka ikuti ujian kecepatan mengetik. Ada berbagai macam software aplikasi untuk menguji kecepatan mengetik kita, misalnya : **Learn Typing Quick & Easy** (informasi di <http://www.individualsoftware.com>), **TypingMaster Typing Test 6.2** (informasi di <http://www.typingmaster.com>), dan sebagainya. Dengan aplikasi ini Kamu dapat menguji tingkat kecepatan Kamu berapa WPM (Word Per Minute) atau KPM (Kata Per Menit), tingkat akurasi (kebenaran) hasil ketikan, Tingkat kemampuan. Namun jika komputer di sekolah tidak terinstal software ini, tidak apa-apa, kita bisa menghitung kecepatan kita secara manual dengan rumus :

$$\frac{\text{Jumlah_Kata}}{\text{Waktu_menit}} - \text{kesalahan_kata} = \text{Kecepatan Bersih}$$

Misalnya kamu mengetik 100 kata dalam waktu 5 menit, kesalahan ada 10 kata maka :

$$\text{Kecepatan Bersih} = \frac{100}{5} - 10 = 10 \text{ WPM/KPM}$$

Adapun Predikat Kecepatan Mengetik Versi www.typingmaster.com adalah :

- <20 : Beginner
- 21-30 : Intermediate
- 31< : Advanced

Praktik Tes Kecepatan waktu 5 menit :

Ikuti Tes kecepatan di bawah ini. Gunakan aplikasi **MS. Word** lalu ketik semua naskah di bawah ini, jangan menekan enter kecuali alinea baru. Cara buka Microsoft Word adalah klik tombol [Start] [All programs] pilih [Microsoft Office]. Jika sudah terbuka silahkan mengetik, ingat hanya kata-kata yang diketik, sedang angka disebelah kanan tidak perlu, angka tersebut hanya sebagai pedoman berapa jumlah kata yang telah Kamu ketik. Pahami bukan?.

Why I'm Interested in English

By: Zainul_Aflaah at SMPN2Smd

	9 kata
Once upon a time, when I was in the elementary school I saw many	20
tourists come to my village. My friends and I approached them because	30
they all are strange. Their skin is white, their body is big and tall, and	45
they spoke with their own language which made us too hard to guess	59
what the language was. When they asked something to us. We even	71
ran away because we didn't understood them all we supposed that,	81
they spoke something bad to us. They looked very disappointed as there	92
was no answer from us.	97
Since that time, I realized that, why I had to run away from tourists	111
just only I couldn't understand what they said. I asked to myself what	123
language they used, finally, I knew the answer when I was in my junior	136
high school; that, the tourist actually spoke English. It happened when	147
I was in the first year student. My English teacher told us that "we had	160
to speak English, least, to understand it because, every year the tourists	171
always come to our village. By doing so, we can serve our tourists by	184
giving the answer when they asked something to us". Explained may	194
English teacher. Hearing my English teacher's explanation. I was very	203
shy to myself because I couldn't even speak English ...	211

=== Jika Masih Ada Waktu Ulang Kembali Dari Atas ===

OK sekarang coba hitung kecepatan Kamu dengan cara tersebut di atas.
Barapa Kecepatan Kamu, Predikat Tingkatan Kecepatan Kamu apa?

VI. Kesimpulan

1. *Keyboard* merupakan salah satu perangkat input yang berfungsi untuk memasukkan data secara langsung kepada bagian proses
2. Dalam mengetik jari-jari tangan mempunyai tugas masing-masing sesuai fungsinya, setelah mengetik huruf/karakter harus kembali ke Home KEYS (ASDF JKL;), Mengetik gunakan 10 Jari, dan mata tidak boleh melihat tut.

VI. Tes Formatif

Apabila Kamu dapat menjawab seluruh soal di bawah ini, silakan langsung mengambil unit kompetensi selanjutnya.

Soal Teori

1. Yang dimaksud dengan *keyboard* adalah:
 - a. Alat untuk melihat hasil ketikan
 - b. Papan tombol ketik
 - c. Alat untuk mencetak
 - d. Program grafik
 - e. Kunci untuk komputer
2. Mana hal berikut yang **bukan** merupakan fungsi dari *keyboard*?
 - a. Menekan tombol panah pada *keyboard* untuk menggerakkan kursor
 - b. Menekan tombol shift untuk menampilkan huruf besar atau kecil
 - c. Menekan tombol esc untuk membatalkan perintah
 - d. Menekan tombol enter untuk menghapus hasil ketikan
 - e. Menekan tombol page up untuk menggulung tampilan layar ke atas
3. Jumlah tombol numerik pada *keyboard* adalah:
 - a. 9
 - b. 10

- c. 11
 - d. 17
 - e. 19
4. Fungsi tombol *page down* adalah:
- a. Menggerakkan kursor ke kanan
 - b. Menggerakkan kursor ke kiri
 - c. Menggerakkan kursor ke atas
 - d. Menggerakkan kursor ke bawah
 - e. Menggerakkan kursor ke samping

Soal Praktik :

Tes Kecepatan Waktu 5 Menit :

Depart from this situation I promised to myself that willy-rilly, I had to master 12 **kata**
 English either orally or written every time, when my English teacher taught 24
 us English, there was no reason for not to pay attention very carefully. 37
 Moreover, when my English teacher explained the lesson in English I strive 48
 to imitate his pronunciation and also intonation, and I always speak alone 59
 to practice it in my spare time. But, it wasn't going well. I was still afraid 75
 to my English teacher because he hit us angrily when we made a mistake 89
 in learning English, above all, when we didn't do our home work. But I never 104
 gave up. 106
 I tried and tried to joint the English class with care, and the result is I got the 122
 highest mark of English when I was promoted in school, from the first grade 134
 to the second and also the third one. 142
 When I was in the third year student, the mastering of English was not 157
 the main problem for me. At that time I could speak English to others 170
 eventhough it is only a little be I could understand when others spoke 183
 English. So, I was really glad when my English teacher taught us in English. 195
 After graduating my junior high school, I decided to continue my study 206
 at the senior high school or SMA and took the language as my department 220
 but, unfortunately, I had to enter the teacher training education because of 231
 the financial reason. But I kept on concentrating my English. Because of 241
 having the strong motivation before, that, however I had to increase my 252
 ability of English, in order not to run away again whenever I met the foreign 264
 tourist, so, when I finished my study at the teacher training school, 275
 I successfully, continued my study at the FKIP Unmul, and automatically, 285
 English is my mayor. From this, not only to understand when others spoke 299
 English but also could convey something in English. Now, because of 309
 having an experience that I ever ran away encourages me to practice my 320
 English continuously, and the result is, as you see nowadays (*) 330

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Software: TypingMaster Typing Test 6.2 (informasi di <http://www.Typing Master.com>)

 **TERIMA KASIH, Kembali** 