

Keyboarding Review

Keying Position

The essential features of proper position:

Fingers curved and upright over home keys

Wrists low, but not touching frame of keyboard

Forearms parallel to slant of keyboard

Body erect; sitting back in chair

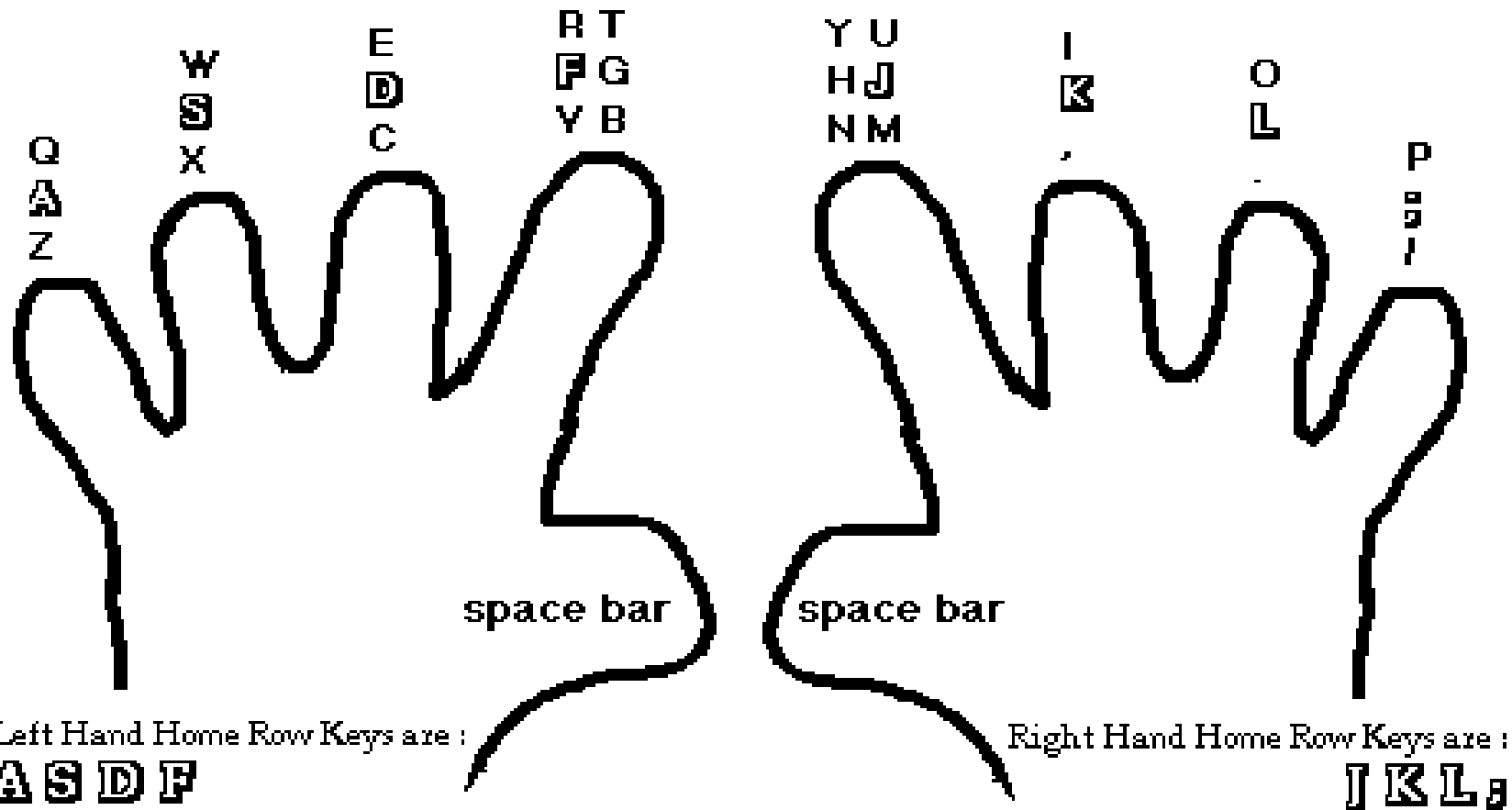
Feet on floor for balance

How to be a good typist

There really is no "magic" or secret about good typing ability.
Takes time and lots and lots of practice!
However there are some important things that will help you in the process:

**Your goal at first should be to learn the keys and HOME ROW before you begin to build speed.
Technique is most important!**

Finger Chart



Why are all of the keys mixed up?

The reason for all the keys are mixed up was to speed up typing while slowing down the typist.

Christopher Latham Shole in 1872
invented the machine called the "Type-Writer"

Why are all of the keys mixed up?

Sholes redesigned the layout of the letters on the keyboard to force the typist to slow down.

We call his layout the "QWERTY" keyboard (after the first six letters of the typewriter's second row).

Home Keys

To begin typing, students should place their fingers on the following keys, called the home-row:



What is the keyboard's official name?

"Qwerty"

Named after the top row of letters on the keyboard

If you don't think so just look on your keyboard!

Invented - 1864

7 tips for better posture/technique at the

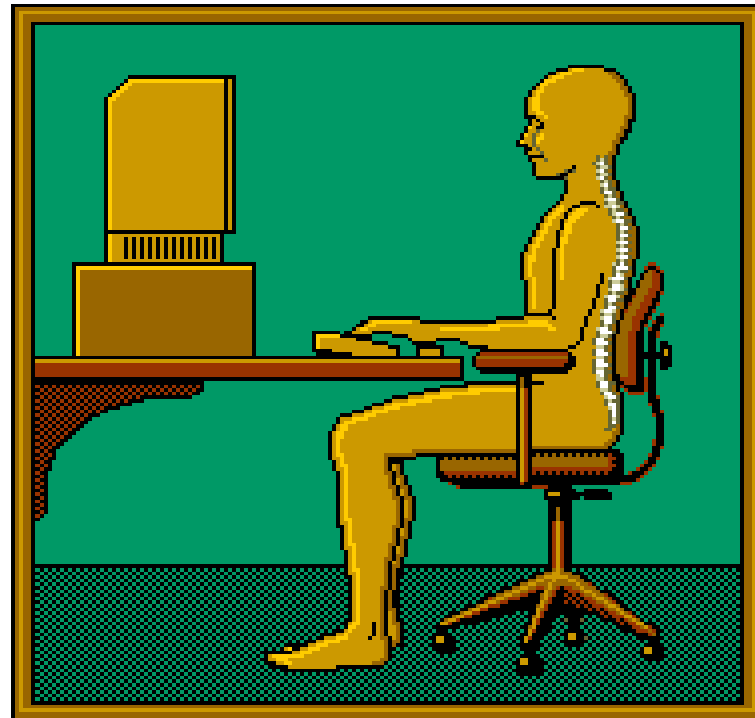
Ergonomics

Using the correct posture at the keyboard can reduce eye strain and fatigue and will result in significantly better typing performance.

Follow these guidelines :

1. Line up top of monitor with top of head.
2. Position screen at arm's length.
3. Relax shoulders.
4. Bend elbows 90°.
5. Keep wrists straight.
6. Line up hips, shoulders, and ears vertically.
7. Place hips far back in chair, bent at 90°.

OK



4 less intense postures/technique positions



- Back straight
- Body centered
- Feet on the floor
- Elbows by side

- Wrists off computer
- Fingers curved

Keyboarding Tips and Rules

Keyboarding Tips and Rules

1. Use the **correct** finger to strike each key.
2. **Do not** look at your hands while typing. (Put the keyboard reaches to memory)
3. Sit up **straight** and feet flat on the floor.
4. Keep home row fingers **touching** home row keys even in a difficult reach.

Your Turn

Using the handout, answer all of the questions.

typingtest.com

funtotype.com

abcya.com