

Proper Keyboarding Technique

Jack Footland

Technology Education

1/23/13

Proper keyboarding technique includes:

- Correct Posture
- Correct Arm and Hand Position
- Correct Key Pressing Technique

Learn to Type

- Learning to type is very easy, if you follow simple methods such as **touch typing** method.
- Slow typists usually use the "**hunt and peck** method (looking for letters individually) or the **two-fingered typing** method (typing with two fingers). The slowest of both methods is to combine them both (typing with two fingers and looking for each letter individually).
- These methods are slow because a typist is required to find each key by sight and move fingers a greater distance due to the use of only two fingers.

Why Touch Typing is Best

- The **Touch Typing** method on the other hand, gives better results because it can efficiently bring an average speed typist to 60 WPM fairly quickly and at the same time increase accuracy by great amounts.
- Upon learning to touch type, comfortable typing speed is expected to be achieved within about a week, and full speed within a 3 weeks to a month by regular daily practice.

Posture



- Spine straight leaning slightly forward
- Centered in front of keyboard
- Comfortable distance from keyboard
- Feet on floor, slightly apart

Arm and Hand Position

- Arms relaxed; elbows naturally close to body
- Forearms nearly parallel with slope of keyboard

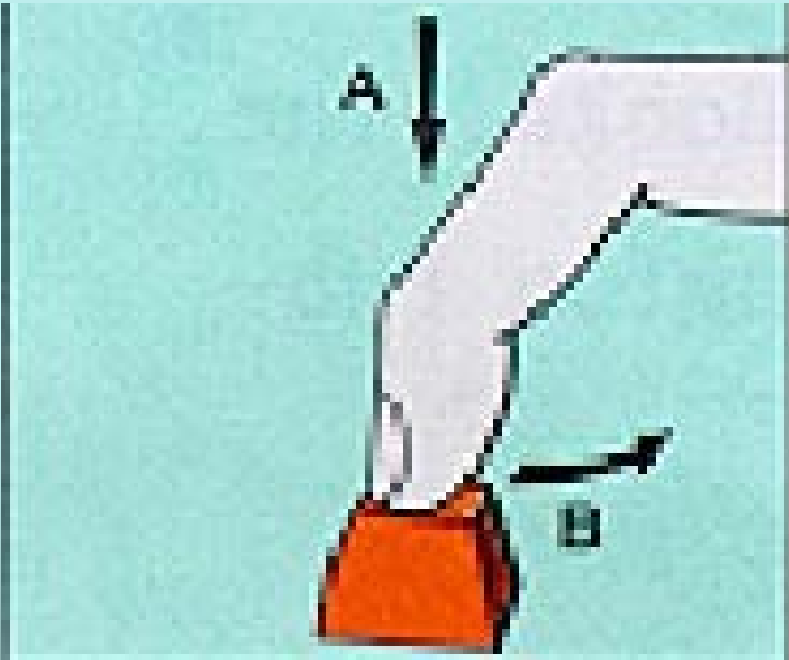


Wrists and Fingers

- Fingers curved, tips of fingers resting lightly on keys
- Wrists low, but palms of hands not resting on the keyboard
- Hands and wrists "quiet," almost motionless



Proper Key Pressing Technique



- Use the tips of your fingers to operate the assigned keys
- Use a circular, pecking motion (down and inward)

Capitalizing Letters

- In order to properly capitalize a letter you **Do Not** use the CAPS lock button.
- The proper technique is to use the opposite hand you use for the letter to press the Shift key using your pinky.



IF YOU DO THIS . . .

- You will type faster.
- You will make fewer mistakes.
- You will be able to type longer without getting as tired.
- It will be less likely that you will have health problems with your hands and wrists.

IT IS WORTH THE EFFORT!



My Computer Construction pics

Recycle Bin FLASHDRIVE 9-9-11

Footland, Jack

Internet
Internet Explorer

E-mail
Microsoft Office Outlook

Calculator

Dw Adobe Dreamweaver CS4

Microsoft Office Word

Microsoft Office PowerPoint 2007

Windows Media Player

Adobe Acrobat 9 Pro

Microsoft Office Excel

Grade Quick Shortcut to Wgrade3

All Programs

Microsoft Update

ScreenHunter 5.1 F

Set Program Access

Windows Catalog

Windows Update

Accessories

Activ Software

Adobe

Adobe Design Premium CS4

Any Video Converter

Apperson Education Products

Audio Related Programs

AviSynth 2.5

Brother HL-1440

Catalyst Control Center

Coupons

Debut Video Capture Software

Dell

Dell Accessories

Dell TrueMobile

DVD Decrypter

ExamView Pro Test Generator

FREE Hi-Q Recorder

Game Maker 7

Games

Graphics Related Programs

Intel(R) Matrix Storage Manager

iPod Access for Windows

iTunes

K-Lite Codec Pack

Lexmark X74-X75

Microsoft Office

Mavis Beacon Teaches Typing 16

ReadMe

Register Now

Visit Us Online

Mavis Beacon Teaches Typing 16

Microsoft Silverlight

Mi Video Converter 9

Image Converter

Prism Video Converter

QuickTime

SMART Technologies

Startup

Switch Sound File Converter

Turning Technologies, LLC

Video Edit Magic 4.4

VideoPad Video Editor

WavePad Sound Editor

West Point Bridge Designer 2007

West Point Bridge Designer 2010

Windows PowerShell 1.0

Wisdom-soft ScreenHunter 5 Free

Acrobat.com

Adobe Reader 9

Apple Software Update

DeltaCad

GyroTools

Internet Explorer

MSN

NSSstub

Outlook Express

PowerDVD DX

Remote Assistance

Windows Live ID

Windows Media Player

Windows Messenger

Windows Movie Maker

Windows Search

Broderbund

3ivx

FlipShare

Carbonite

Google SketchUp 8

Seagate

The Hat

Vivotek Inc

Seagate muvee Reveal

Norton Security Scan

West Point Bridge Designer 2011 (2nd Edition)

Handbrake

FoxTab AVI Converter

Google Earth

CamStudio

start

In