

Introduction to Keyboarding

Initial Set Up

- Pull your keyboard to the edge of the table.

Proper Body Position

- Sit on the edge of your chair to help you sit up straight.
- Sit up straight and lean slightly forward.
- Keep both feet *flat* on the floor in front of you.
- Face the screen.
- *Relax* your arms and shoulders.
- Keep your elbows close to your body.
- Sit one *hand-span* away from the keyboard (place hand between the keyboard and your body).
- Align the center of your body with the center of the keyboard.

Proper Hand Position

- Place your *curved* fingers on the home row keys:



Left Hand:

a s d f

Right Hand:

j k l ;

Right thumb:

space bar

Proper Keyboarding Technique

- Do not move your hands while you type, only move your fingers.
- Keep your wrists and forearms *level*.
- Snap the keys while you type; do not press a key slowly or you will repeat the letter.
- Look at the screen or your paper.
- Do not look at the keyboard or your hands; type by touch.

Vocabulary

Touch Typing	=	Do not look at the keyboard to type
Accuracy	=	Amount of mistakes in one minute
Speed	=	How fast you type (W.P.M.)
W.P.M.	=	Words Per Minute

Do not worry about your speed or accuracy; you will improve with practice!