

## Keyboarding Skills Assessment

Name \_\_\_\_\_

Score \_\_\_\_\_ / 20

Keyboarding Pre-Test: \_\_\_\_\_ Words Per Minute (WPM)

### Keyboarding Ergonomics Assessment

1. How should you sit at the keyboard (body position)?
2. How should you place your feet?
3. Where should the keyboard be placed before beginning to type?
4. What key on the keyboard should you sit in front of?
5. How far from the keyboard should you sit (how do you measure this)?
6. Where should you place your hands on the keyboard every time you type?
7. What are these keys exactly?
8. What finger presses the space bar?
9. What fingers press the shift keys to make capital letters?
10. How should you hold your arms while typing?
11. What should you **not** look at while typing?

## Keyboarding Skills Assessment

### Keyboarding Skill Demonstration

<b>Skill</b>	<b>Demonstrated</b>	<b>Not Demonstrated</b>	<b>Needs Improvement</b>
Keyboard at edge of desk			
Seated one hand span from keyboard			
Centered keyboard (J key)			
Correct posture			
Hands placed on home row			
Wrists are level			
Arms are relaxed			
Both feet are flat on the floor			
Typing by touch			