

**Objective :**

Implement proper  
keyboarding techniques

# Keyboarding Skills 101



# Essential Questions:

- Why is proper typing technique important?
- What keyboarding techniques should be used when typing on a computer keyboard?

*“Keyboarding is now one of the fundamental life skills for today’s technological age; thus, it is important for all students. Keyboarding can best be described as*

- (1) a computer literacy tool,*
- (2) a communication tool, and*
- (3) a productivity tool.”*

(Keyboarding Strategies Guide, NBEA)

# Why Keyboarding Skills Are Important

- Increase Keyboarding Speed & Accuracy

- Increase Productivity & Efficiency

- Productivity = More \$



- Prevent Repetitive Stress Injuries & Fatigue

# Ergonomics

o **Ergonomics** – the study of how a person's work environment and tools affect the person

- Ergonomists design workspaces and tools that help people do their jobs and use their tools comfortably and safely

- Examples:



Ergonomic keyboard and mouse



Ergonomic desk chair



Ergonomic ball chair

# Keyboarding Posture and Technique

○ **Posture** – the way a typist:

- sits while at the computer
- the way the typist's arms, wrists, fingers, legs, and feet are placed

○ **Technique** – the form and keying style that a typist uses when operating the keyboard

○ Technique refers to:

- where the typist positions his/her fingers on the keyboard
- the way the workstation is arranged



# Proper Posture and Technique

- Sit up straight
- Feet flat on the floor
- Body centered in front of the computer
- Elbows naturally by your side
- Fingers curved & upright
- Wrists low, but not touching the keyboard



# Proper Posture and Technique

- Make quick, snappy strokes on the keys
- Keep your fingers on the “Anchor” keys (F and J)
- Right pinky used for the Enter key; other fingers remain on the home row keys
- Use the appropriate pinky for each Shift key
- Keep your eyes on the copy (what you are typing from), not the keyboard or your fingers





# Effects of Poor Typing Technique



o Fatigue

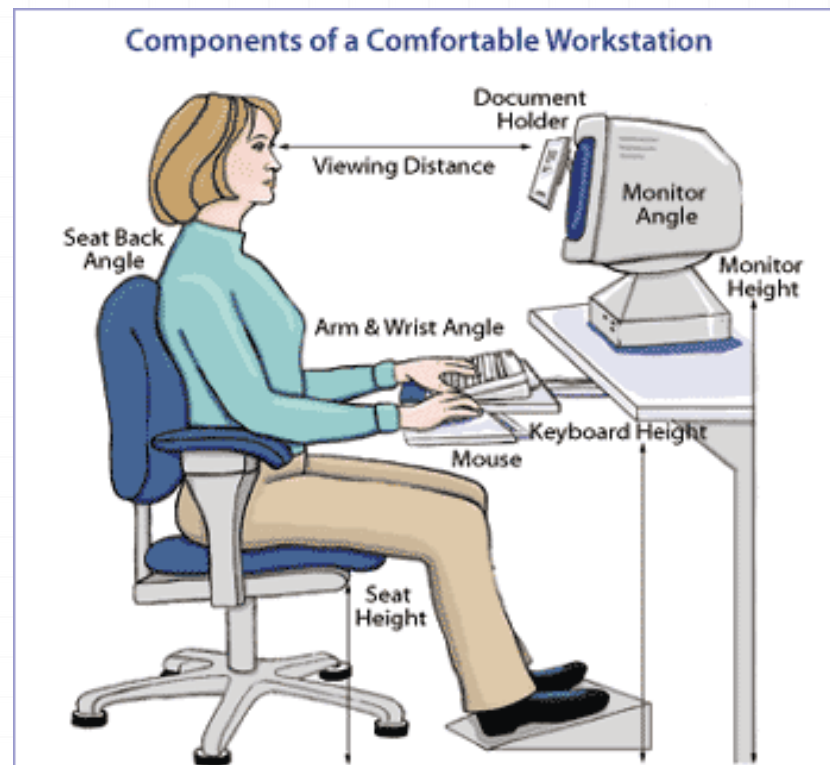
o Stiff or aching shoulders, back, or neck

o Numbness or pain in wrists, elbows, or fingers, which can lead to injuries (Repetitive Stress Injuries)

- Carpal Tunnel Syndrome
- Trigger Finger

# Your Workstation

o **Workstation** – the arrangement of the monitor, keyboard, mouse, copy, and other materials on the desk



# Workstation Arrangement

- Keyboard directly in front of your chair
- Keyboard even with the edge of the table/desk
- Place the copy to the right of the keyboard
- Elevate your feet if they do not touch the floor



# Remember To...

- Take frequent breaks
  - Rest your eyes
  - Shake out your hands
  - Stand and stretch
- Use keyboard shortcuts whenever possible to avoid constant use of the mouse
  - Ctrl+N = New document
  - Ctrl+S = Save
- Have a Good Attitude & Patience
- Practice, Practice, Practice

