Objective:
Implement proper keyboarding techniques
Essential Questions:

0 Why is proper typing technique important?

0 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

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

0 Make quick, snappy strokes on the keys

0 Keep your fingers on the “Anchor” keys (F and J)

0 Right pinky used for the Enter key; other fingers remain on the home row keys

0 Use the appropriate pinky for each Shift key

0 Keep your eyes on the copy (what you are typing from), not the keyboard or your fingers
Effects of Poor Typing Technique

- Fatigue

- Stiff or aching shoulders, back, or neck

- Numbness or pain in wrists, elbows, or fingers, which can lead to injuries (Repetitive Stress Injuries)
  - Carpal Tunnel Syndrome
  - Trigger Finger
Your Workstation

A 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...

0 Take frequent breaks
   - Rest your eyes
   - Shake out your hands
   - Stand and stretch

0 Use keyboard shortcuts whenever possible to avoid constant use of the mouse
   - Ctrl+N = New document
   - Ctrl+S = Save

0 Have a Good Attitude & Patience

0 Practice, Practice, Practice