

Objective 1.01:
Implement proper
keyboarding techniques

Keyboarding Skills



Essential Questions:

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

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

Keyboarding Posture and Technique

o **Posture** – the way a typist:

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

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

o 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**
- Wrists **low**, but not **touching** the keyboard



Proper Posture and Technique

- Make **quick**, snappy **strokes** on the keys
- Right pinky used for the **Enter** key; other fingers remain on the home row
- 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

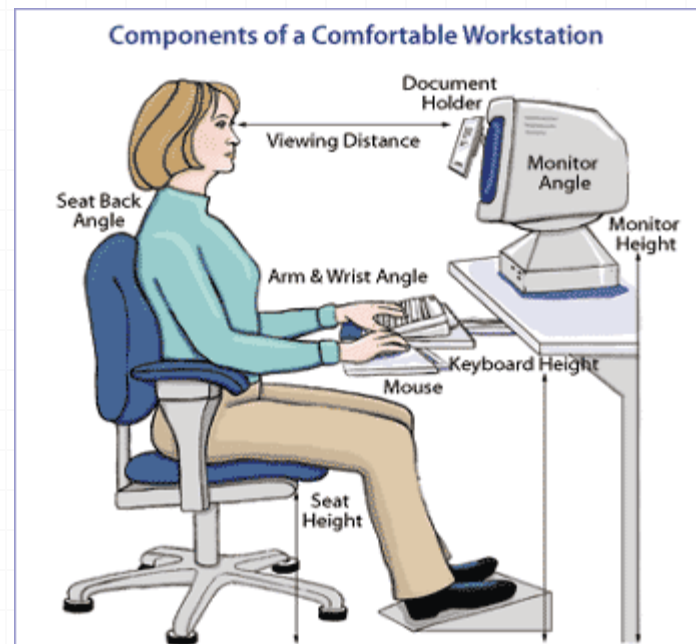
o Stiff or aching shoulders, **back**, or neck

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
- Tilt the **monitor** for easy viewing
- 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
- Stand and **stretch** or walk around



○ Use keyboard shortcuts whenever possible to avoid constant use of the mouse

- Ctrl+N = **New document**
- Ctrl+S = **Save**
- Ctrl+P = **Print**
- Ctrl+B = **Bold**
- Ctrl+U = **Underline**
- Ctrl+X = **Cut**
- Ctrl+C = **Copy**
- Ctrl+V = **Paste**
- Ctrl+A = **Select All Text**