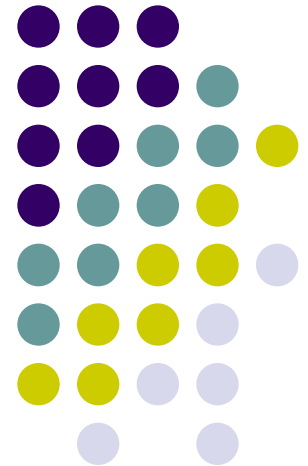


# Keyboarding

CFM-B





# Keyboarding Basics

- You have all been typing for most of your lives, so you should know your way around a keyboard, right?





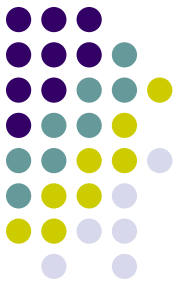
# Objectives

- **Familiarize yourself with the QWERTY keyboard**
- **Develop proper typing techniques and posture**



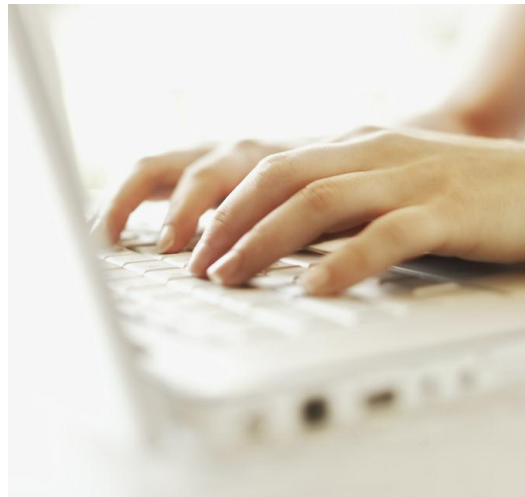
# QWERTY Keyboard

- **Home Row**
  - The middle row of letter
  - A S D F G H J K L ; ‘
  - **Your fingers will always start on the home row**
    - Your left index finger is placed on the F key
    - Your right index finger is placed on the J key
    - There are notches on these keys!
  - This allows you to reach the most common keys (letters, numbers, and punctuation) without lifting your hands



# QWERTY Keyboard

- **Home Row**
  - When resting, the fingers on your **left hand** are on the **A, S, D, F keys**
  - When resting, the fingers on your **right hand** are on the **J, K, L, ; keys**
  - Your **thumbs** will be used to hit the **space bar**

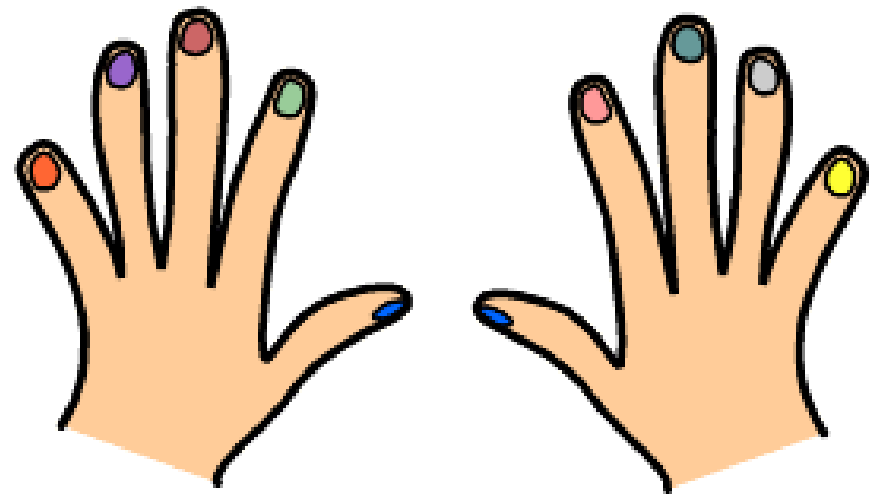


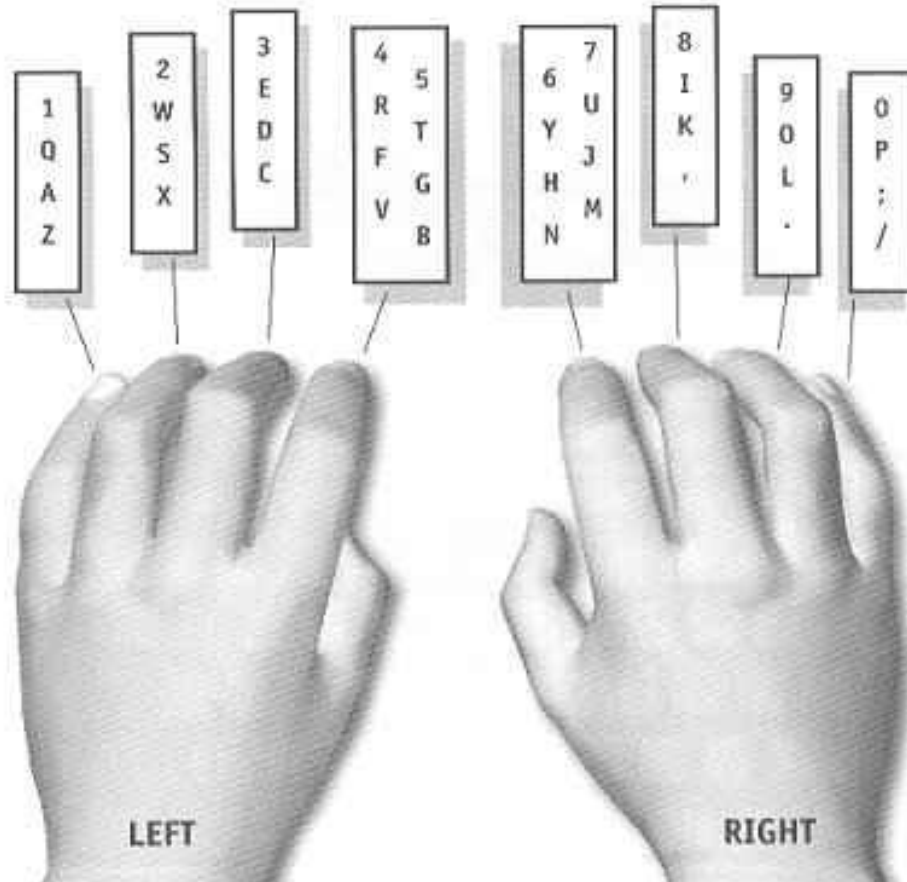
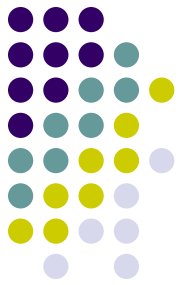


# QWERTY Keyboard

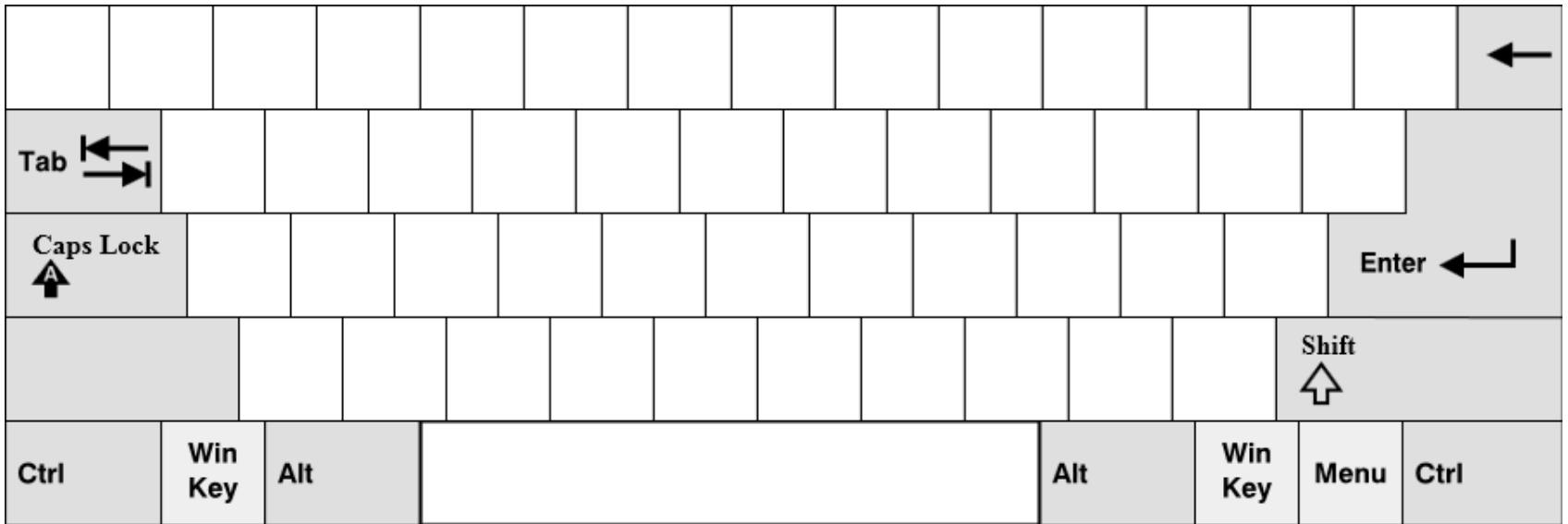
- **Upper Row**
  - Contains the Q W E R T Y U I O P [ ] \ keys
- **Lower Row**
  - Contains the Z X C V B N M , . / keys
- **Other keys to know**
  - Shift, Caps Lock, Tab
  - Enter, Start, Ctrl, Alt
  - Delete, Backspace













# Posture

- Before we begin typing, it is important to practice proper typing posture





1. Visual Display Terminals (VDT) within the normal cone of vision (0° to 30°)

2. Ears, shoulders, and hips line up vertically

3. Elbows bent at 90° angle while using keyboard (range 70° to 110°) upper arm pointing towards floor

4. Elbows bent at 90° angle while using mouse

5. Hips as far back on chair as possible and bent at 100° to 120°

6. No sharp edges pressing into employee

5. VDT at proper viewing distance

0°

15°

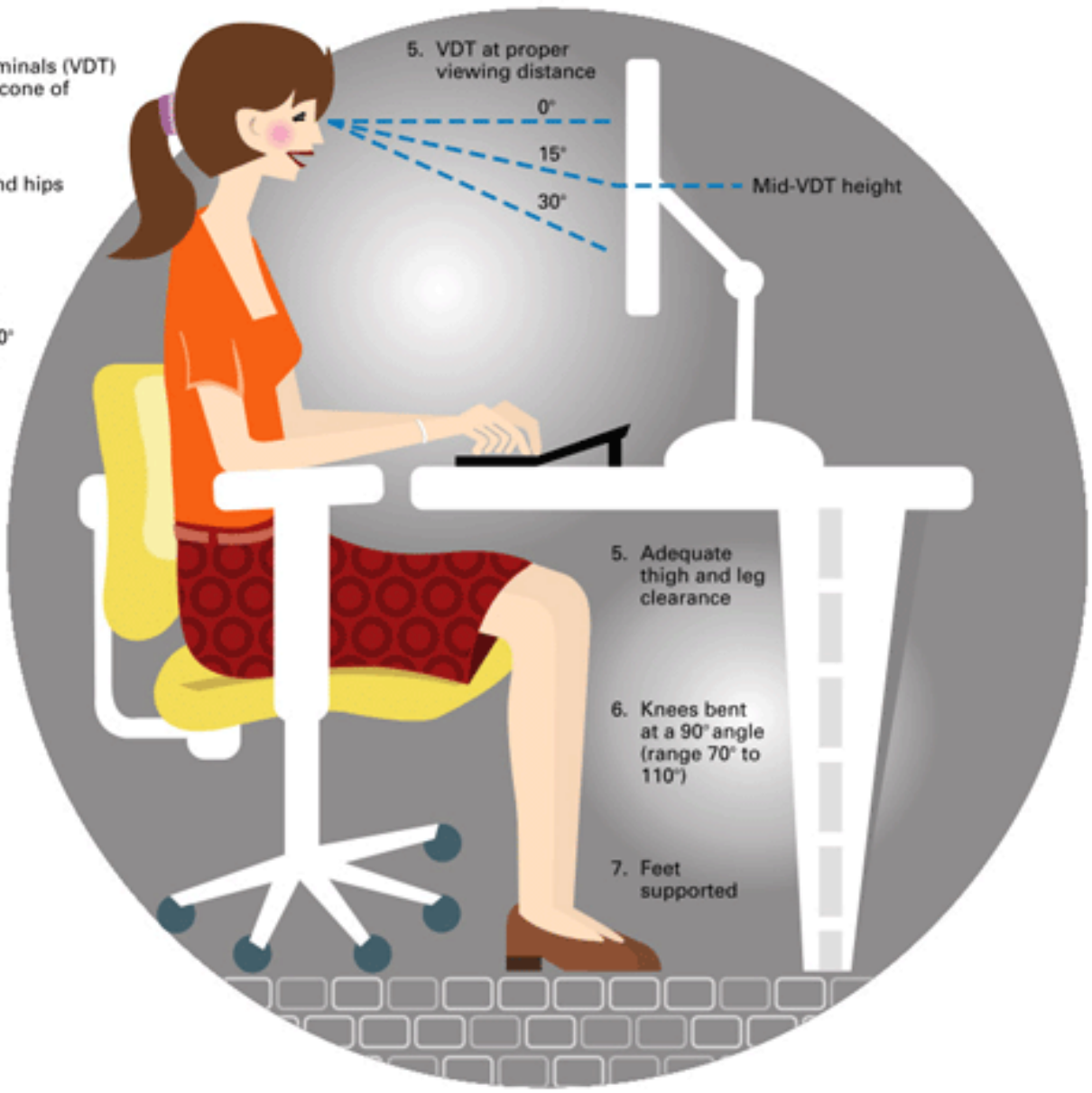
30°

Mid-VDT height

5. Adequate thigh and leg clearance

6. Knees bent at a 90° angle (range 70° to 110°)

7. Feet supported





# Posture

- Both hands **must always** be on the home row
  - Left hand- A S D F
  - Right hand- J K L ;
  - Thumbs- Space Bar
- Palms and wrists **must always** be off of the keyboard and desk
- Head up with your eyes **on the screen**



# Posture

- **Sore hands/wrists**
- **Strained eyes**
- **Don't hurt yourself, we're just typing!**
  - Stretch your hands, wrists, forearms
  - Rest your eyes when needed
  - **NOT SLEEP!**





# Grading

- **Posture Spot Checks**
  - Your typing posture and technique will be observed and graded
  - The positioning of your hands, fingers, feet, eyes, arms, back, neck—**everything**
  - Establishing good typing habits in school and at home will make you a better typist and will make these spot checks no sweat!



# Grading

- **TypingWeb.com**
  - You must log **at least** 30 minutes per week doing drills on your TypingWeb account
  - **Remember to sign in!** I will only be able to observe your drills and scores if you are logged into your account!
  - I can only see how much time is **actually spent typing**
    - Logging in for 30 minutes and doing nothing will show nothing!



# Grading

- **TypingWeb.com**
  - **Goals**
    - **At least 80% accuracy**
    - **At least 25 words per minute**
  - **Your weekly grade will be based on**
    - Time spent typing (at least 30 minutes)
    - Achieving accuracy goals
    - Achieving WPM goals
  - I will check your activity for your weekly grade **at the end of the day every Friday**





# Grading

- **TypingWeb.com**
- **Re-do exercises if you don't meet these criteria**
- **Re-do exercises even if you do meet these criteria!**
  - Practice
  - Practice some more
  - Practice that one more time
  - Some more practice wouldn't hurt