

Typing Technique Checklist

Proper typing technique is vital to your success in touch keyboarding. It is extremely important that you develop good habits in the beginning because it is very hard to break bad habits. Every time you sit at a keyboard, at school, home, doing work, or playing games, be sure to practice the proper typing technique.

CORRECT BODY POSTURE

_____ Back straight, against the back of the chair, leaning slightly forward at waist.

_____ Body centered with the "H" key.

_____ Feet on floor, slightly apart.

CORRECT ARM AND HAND POSITION

_____ Arms relaxed, elbows close to body.

_____ Fingers curved, tips of fingers resting lightly on keys.

_____ Hands close enough together to "lock" thumbs. Fingers upright, not leaning towards little finger.

_____ Hands and wrists "quiet," almost motionless.

_____ Wrists low, but palms of hands not resting on the keyboard.

CORRECT KEYSTROKING

_____ Beginning and ending all keystrokes at home row position.

_____ Keying each key with the correct finger.

_____ Shifting with the appropriate "little" finger.

_____ Keying the space bar with the thumb on the right hand.

_____ Using the "little" finger of the right hand for the enter or return key.

_____ Keeping eyes on copy (text, screen, board, etc.) rather than the keyboard, once a key has been learned.