

Keyboarding Technique Study Guide

Directions: If the statement is True regarding keyboarding technique, put a **T** on the line next to the statement. If the statement is False, place an **F** next to the statement.

- _____ 1. It is OK to wrap your feet around your chair.
- _____ 2. Your wrists should always be arched when keying.
- _____ 3. Curved fingers give you strength and striking power.
- _____ 4. Your palms should rest on the front edge of the keyboard.
- _____ 5. The left hand does most of the work when keying.
- _____ 6. The return/enter key is struck with the ; finger.
- _____ 7. There are three keys between your right and left hand when in home row position.
- _____ 8. To make a capital J, hold down the right shift key with your right hand little finger and then strike the J key.
- _____ 9. Keeping eyes on the material you are keying helps your speed and accuracy.
- _____ 10. Elbows should be held in closely at your sides.
- _____ 11. To make a capital letter for a key struck by the left hand, hold down the right shift key.
- _____ 12. Poor posture can cause fatigue and back problems.
- _____ 13. Incorrect space bar technique may cause extra spaces.
- _____ 14. To help prevent carpal tunnel syndrome, pause frequently while keying—at least 30 seconds every 30 minutes.

Name _____

Score _____

Period _____

- _____ 15. Strike the keys squarely with short, quick, straight strokes.
- _____ 16. It is OK to take your right hand off home row when reaching for the return key.
- _____ 17. Your goal in keying is to strike the keys at a steady pace without breaks or pauses.
- _____ 18. After operating the shift keys, bring your little fingers back to home position.
- _____ 19. Looking away from the copy after keying just a few words is recommended to rest your eyes.
- _____ 20. Sitting a hand span away from your keyboard is too close.
- _____ 21. It does not matter how long your fingernails are when keying information on a keyboard.
- _____ 22. To be successful at keyboarding, you must be comfortable, even if this means you must slump a little.
- _____ 23. Your body should be centered between the G and H keys.
- _____ 24. The information you are to key can be placed on either side of your monitor.
- _____ 25. Use a light touch when striking the keys to avoid repetitive stress injuries (RSI).