

Keyboarding – Typing Ace

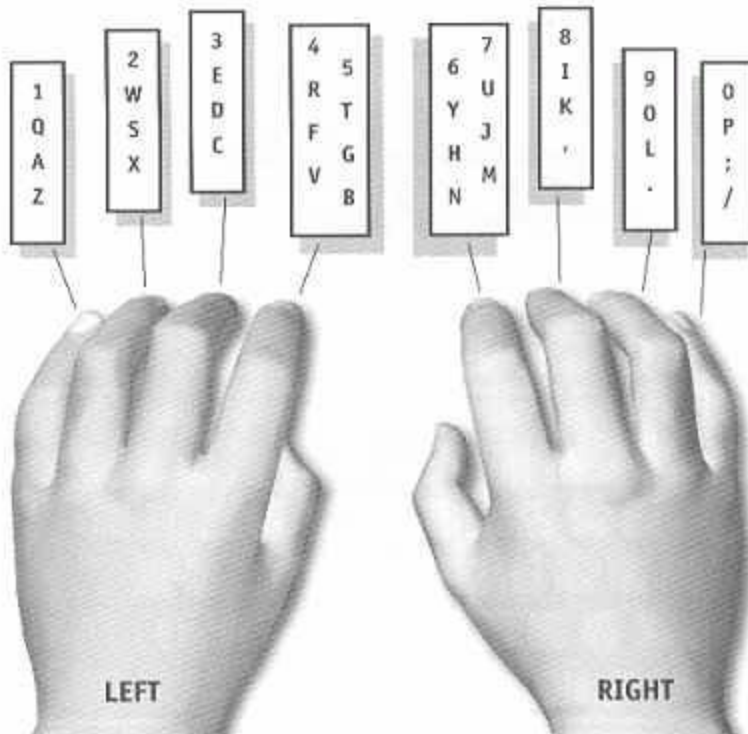
Proper Posture

- Sit up straight, feet flat on the floor
- Body centered behind the keyboard
- Not too close or too far away from the keyboard
- Arms are relaxed with elbows close to your sides
- Palms of hands and wrists are parallel to the keyboard (not touching the table or keyboard)
- Hands on home row
- Keyboard at edge of desk
- Proper posture has become a habit

Proper Technique

- Uses correct finger to type each key
- Uses the “little” finger of the right hand for the Enter key
- Uses the right thumb to type the space bar
- Shifting with the appropriate “little” finger
- Begin and end all keystrokes at HOME ROW position
- Does not look at the keyboard
- Proper technique has become a habit





Steps

- Type A to Z, comma, period, and capital letters, using the correct finger. Typing each key is a habit
- Build accuracy to consistently type 93% or better
- Build and continually improve speed

Assessment

- Typing test with teacher
- Teacher observation/class participation
- Monitoring Typing Ace Performance
- Typing Ace Typing Test Progress

Grade based on

- Technique and Posture
- Correct Reaches
- Speed & Accuracy
- Improvement and participation

[Do you know the keyboard? Click here to test yourself.](#)

[Typing Ace](#)