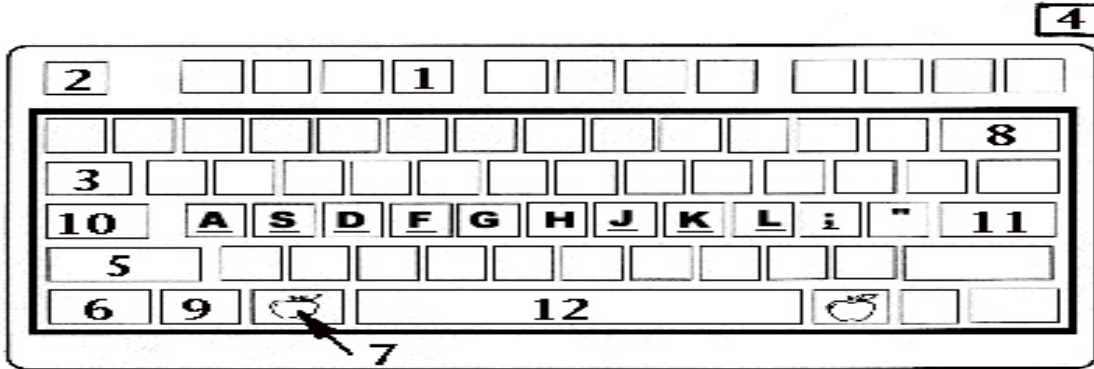


Recognize Home Row & Special Keys (corrected)



- 1 - Function Keys 2 – ESC 3 - TAB 4 - Reset /On-Off Button 5 – Shift 6 – Control
7- Apple/Command 8 – Backspace/Delete 9- ALT/Option 10 – Caps Lock 11 – Return/Enter
12 – Space Bar

Keyboarding Etiquette/Typing Correctly

1. You should keep your wrists flat, straight and off the keyboard when typing. T
2. The top of the monitor should be just below eye level if at all possible. T
3. When keyboarding correctly, your fingers can be nearly straight. F
4. Your wrists and palms should be two fingers high from the top of the table. T
5. When keyboarding your shoulders should be stiff. F
6. Your hand should be bouncing around when you are typing. F
7. You should sit up straight (no slumping in the chair) with a slight forward lean when keyboarding. T
8. The keyboard can set anywhere on the table. F
9. It is good keyboarding posture to use the thumbs on the bottom of the table to help hold up your hands on the home row keys. F
10. When your body is small and your feet can't touch flat to the floor, then you wrap you feet on the inside of the chair legs. T
11. You should place your chair the right distance (fingers spread - thumb to pinky distance) from the edge of the table to your body when keyboarding. T
12. When keyboarding always keep your head up looking at the printed copy that you are keying from or look at the monitor but never look at your fingers. T
13. It is okay to use either thumb to press the space bar to get a blank space. F
14. Your fingers should be curved when typing on the keyboard. T
15. When keyboard you should position the G and H key in the middle of your body. T
16. When Key boarding you may have your elbows out and not close to the body. F
17. Proper Key boarding Posture requires the keyboarder to keep their knees square. T
18. Your fingers should lightly touch the keys and you should always strike keys with the proper finger. T
19. You should have both thumbs on the top of the space bar and always use the same thumb to press the space bar key when typing. T
20. Only one finger at a time from each hand should move when keyboarding properly. T
21. When typing you should strike the key with a quick, sharp tap of the finger. T
22. You can look at your hands while typing. F
23. The right-hand home keys are (From left to right order)? JKL; T
24. You can use the little finger on your left hand, to hold down the left shift key. When typing a capital letter with your left hand. F
25. The correct keyboarding position includes: body centered with back straight in the chair, feet on the floor or wrapped, elbows by the side, and fingers C shape. T
26. You should use the right, little finger of the right hand to strike the enter key. T
27. The shift keys are used to make capital letters when the first letter is capitalized. T
28. The left-hand home keys are(From left to right order)? ASDF T
29. When capitalizing all of the letters in a word, we use the caps lock key. T
30. You can wiggle your body around or feet when using correct keyboarding technique. F

Practice website for tests are the following: <http://www.lindon.alpine.k12.ut.us/Instruction/comptests.html>

Search for Keyboard Information, then click on Special Keys & Keyboard Techniques Practice Tests.

Mr. Asbury's Typing Links: <http://www.lindon.alpine.k12.ut.us/Teachers/Asbury/Typing.html>