



KEYBOARDING TECHNIQUE CHECKLIST

- ✓ Sitting a hand-span away from desk
- ✓ Keyboard positioned at edge of desk
- ✓ "B" key should be in line with your belly button
- ✓ Feet flat on the floor - legs not crossed
- ✓ Sitting up straight - back against chair
- ✓ Fingers on home row
- ✓ Elbows at sides
- ✓ Elevated wrists - wrists should not be touching the desk
- ✓ Eyes on screen or text - never on hands (NO PEEKING)
- ✓ Correct fingering of each letter