**Keyboarding Skills**

Welcome to Media Club! We are happy to have you here to learn Touch Typing!

**Learning how to Touch Type begins with the home row.**

There are three rows of letters on a keyboard. The middle row is the **home row**. The home keys are where your fingers rest when you are typing. The home row of the keyboard is the most important to the touch-typist. When at rest, the typist's fingers are positioned lightly on the A-S-D-F keys for the **left hand** and the J-K-L-; keys for the **right hand**.

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The F and J keys often have **small raised bumps** on their tops, which is a tactile aid for the typist. The locations of all the other keys on the keyboard are learned in relation to these home keys so the touch-typist must be able to find the home keys by touch. Touch typing is a skill that is learned by practicing.

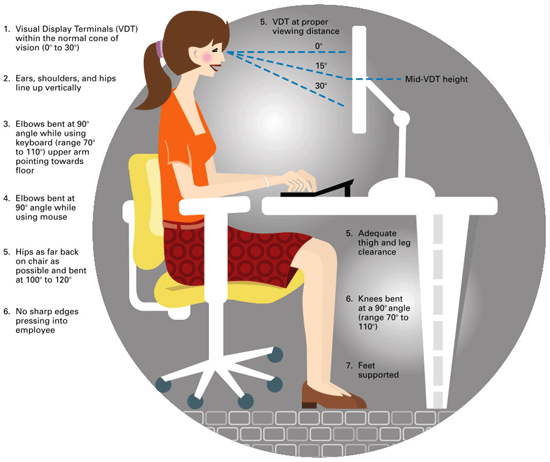
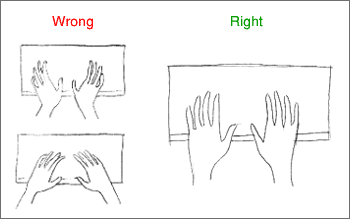
**When learning how to Touch Type, follow these principles.**

* Look at the screen.
* Hit the keys squarely in the center. Say the name of the key as you strike it.
* Don't let your mistakes discourage you.
* Take regular breaks.

**Typing Ergonomics**

Here are some of the key things to keep in mind

with respect to typing posture and hand position:

* sit up straight with your feet on the floor
* have the top of the monitor at eye level
* hands should be slightly lower than elbows
* keep the backs of your hands parallel to the keyboard
* keep your wrists straight