

**KEYBOARDING TECHNIQUES**

Proper keyboarding techniques were learned and practiced in the foundation class of Keyboarding. These techniques will continue to be reinforced in IBCT. The five main positions of posture at the keyboard are as follows:

* Sitting up straight in posture chair
* Both feet flat on the floor, not crossed at ankles or knees
* Fingers curved over homerow keys
* Eyes on copy, not looking at hands
* Wrists not resting on desk or computer with computer keyboard pulled to front edge of desk

**Note to Parents:** Please encourage your child to practice these techniques at home while working on any computer.