

1. In 1998 the Utah State Office of Education stated: strong keyboarding skills are

- (A) imperative in almost every career option
- (B) important for functioning everyday in our technologically advanced society
- (C) not very important in today's society
- (D) Answers 1 and 2 are both correct
- (E) None of the answers are correct

2. While keyboarding your eyes should be

- (A) on the keyboard
- (B) on your hands
- (C) on your neighbor's paper
- (D) on the copy or screen
- (E) closed

3. While keyboarding your fingers should

- (A) be curved
- (B) all of the answers are true
- (C) strike the appropriate keys smoothly
- (D) be oriented to the home row

4. While keyboarding the wrists should

- (A) rest lightly on the surface
- (B) be lazy
- (C) be neutral and hover slightly above the surface
- (D) arch upward
- (E) be placed in whatever position is comfortable

5. Body posture during keyboarding

- (A) is not important
- (B) should be slouched or reclined back
- (C) should be centered at the keyboard, back supported, elbows naturally at the side
- (D) should be slumped forward
- (E) should be whatever is the most comfortable

6. Students who practice sloppy and inappropriate keyboarding technique during class will

- (A) be docked points
- (B) be asked to leave
- (C) be permitted to do as they please
- (D) be ignored by the teacher
- (E) be sent to the principal's office

7. Which part of your body should do the reaching while keyboarding?

- (A) hands
- (B) fingers
- (C) wrists
- (D) head

8. What is the correct placement of the feet during keyboarding?

- (A) crossed
- (B) elevated
- (C) flat on the floor
- (D) wherever they are most comfortable