

## Technique Quiz

Answer the following questions True or False

- \_\_\_\_\_ Legs should be crossed when sitting at the keyboard.
- \_\_\_\_\_ Fingers should be curved over the homerow keys.
- \_\_\_\_\_ Eyes should be looking toward the keyboard.
- \_\_\_\_\_ Elbows should be to your side.
- \_\_\_\_\_ Back should be straight.
- \_\_\_\_\_ Feet should be flat.
- \_\_\_\_\_ Palms should be resting on edge of desk or keyboard.
- \_\_\_\_\_ Poor Posture can cause back problems.
- \_\_\_\_\_ It is OK to take your right hand off of the homerow to strike the enter key.
- \_\_\_\_\_ Keeping your eyes on your document will help with speed and accuracy.
- \_\_\_\_\_ The keyboard should be centered to your body between the G and H key.
- \_\_\_\_\_ Wrists should be arched when keying.
- \_\_\_\_\_ When striking the keys you should keep a rhythm.
- \_\_\_\_\_ It is important to be comfortable when keyboarding, so it is ok to slump a little.
- \_\_\_\_\_ Wrists should be straight.



Circle the keys where your fingers should be at rest.



Draw a line to connect the body part to the correct technique action.

**Fingers**

**Feet**

**Back**

**Eyes**

**Wrists**

**Elbows**

**Flat**

**On Screen**

**Curved on Homerow**

**By sides**

**Straight**

**Flat on Floor**