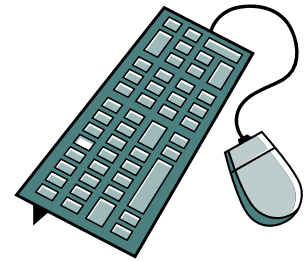


Best Technique Practices at the Computer

If you have taken any kind of keyboarding instruction in school, chances are you know what good technique at the keyboard should look like. Your teachers have probably told you how to sit, what to do with your fingers, how to line up the keyboard with your body, how your feet should be placed, which fingers should be placed on certain keys, etc. You have probably also been warned about how your health could be affected if you don't use proper technique.

Your assignment is to use your knowledge about good technique to make a list of 10 rules for good technique at the computer. After each rule, list the reason it is important to follow that particular rule. Also critique yourself and explain how you are doing on that technique rule. **(List rule, explain why it is important, truthfully explain how you are doing on the rule)**



Example:

1. Sit up straight. By sitting up straight, I won't have back problems. I usually do not slouch. I am pretty good about sitting up straight when I type.
2. Curve fingers.

Make sure you put a title at the top in the center of your page and name it "Ten Tips for Proper Technique."

Add a border to your document when you finish – (Page Layout Tab – Page Borders – under Art: pick one – click OK.) Also, insert two clipart.

Be sure to put your name & period in as a header. Save it as "Best Technique Practices" and then print and turn it in to the box.

