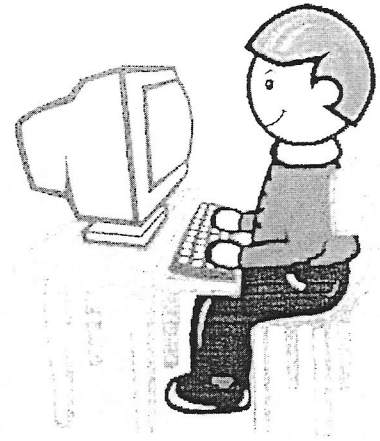


# Technique Quiz

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.

-	!	@	#	\$	%	^	&	*	(	)	=	+	delete
tab	Q	W	E	R	T	Y	U	I	O	P			
caps lock	A	S	D	F	G	H	J	K	L	:	;	return	
shift	Z	X	C	V	B	N	M	<	>	?	/	shift	
space													

Draw a line to connect the body part to the