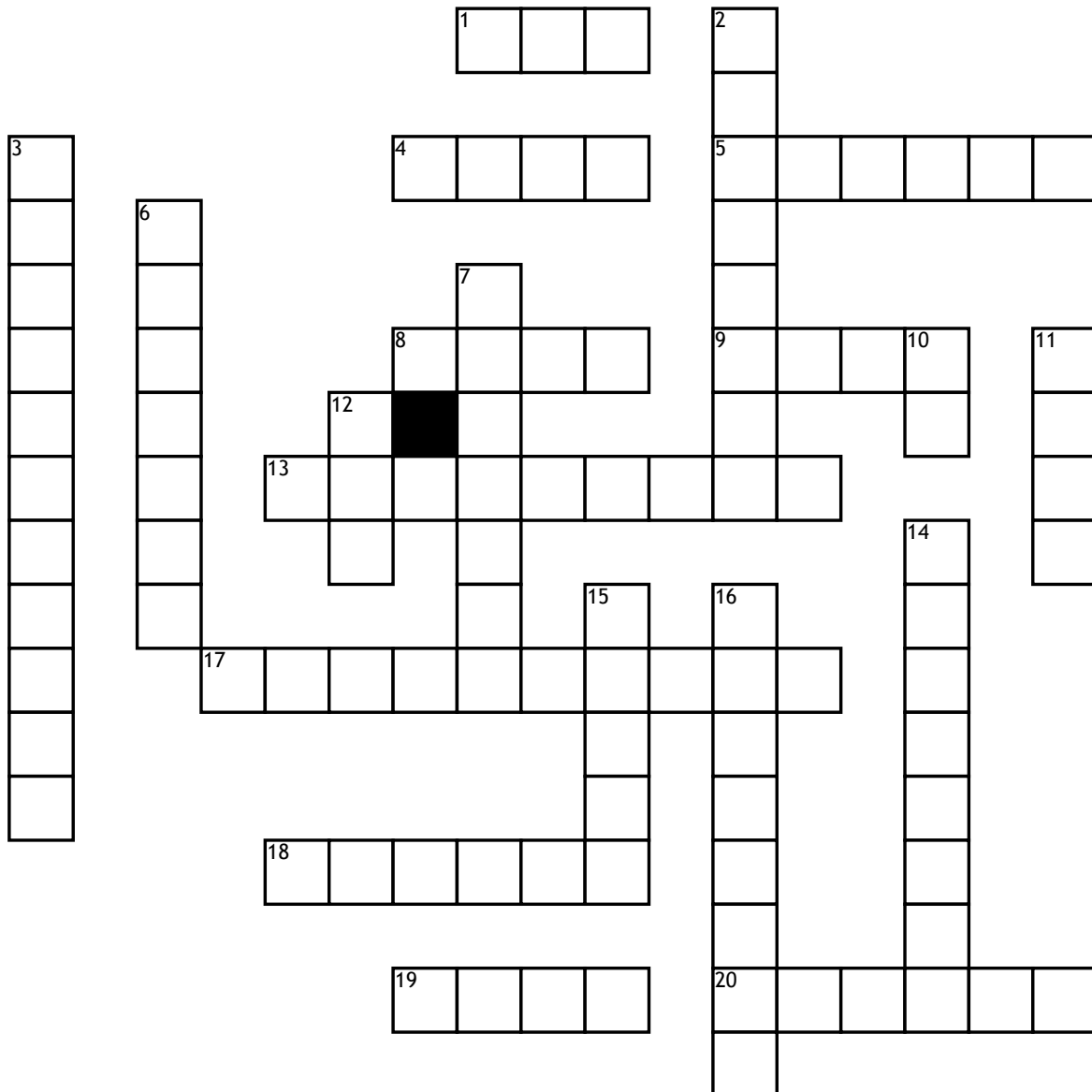


Keyboarding Rules & Tips



Across

- 1. What is the typing speed measured in?
- 4. What are the right hand home row keys?
- 5. How should your fingers be on the keyboard?
- 8. Which thumb can you press the spacebar with?
- 9. What are the left hand home row keys?
- 13. How bent should your elbows be?
- 17. The QWERTY keyboard originated from a

18. What is the name of the keyboard we use?

19. The top of the monitor should line up with your _____

20. Try to maintain a _____ while typing

Down

2. You should learn to be _____ before you begin to type fast

3. Typing without using the sense of sight to find keys is known as

6. Try to type without _____ at the keyboard

7. Where should your resting fingers be placed at?

10. What are the two keys to help you find the home row?

11. Your feet should be _____ on the floor

12. How many keys are there on the keyboard?

14. How should your back be against the chair?

15. Which finger should you use for the enter key?

16. Your wrists should not be placed on the _____