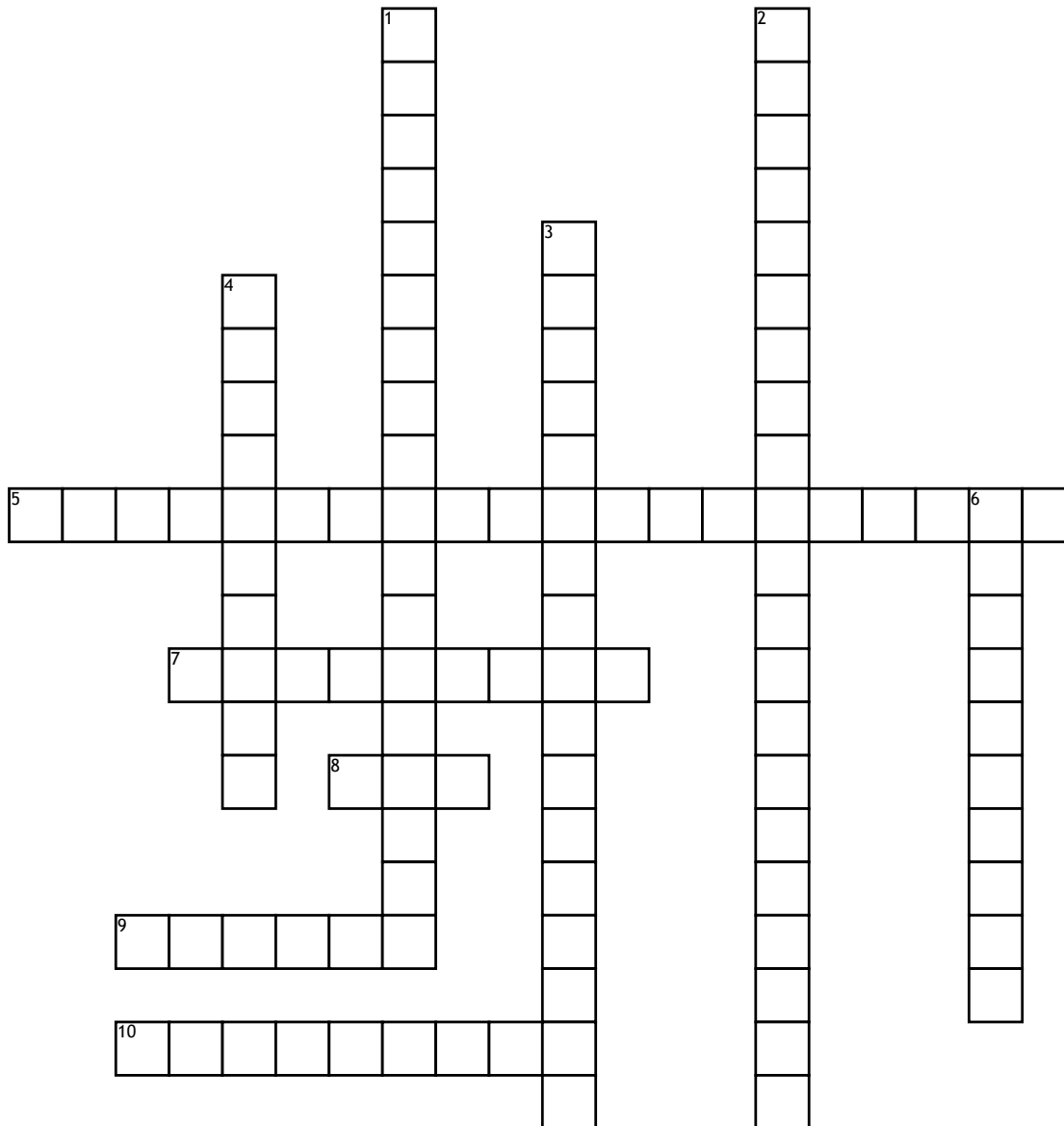


# Posture and Technique



## Across

5. When a person is keying copy, the hands and arms should
7. The best control of eyes while keying involves
8. When operating a keyboard, wrists should be
9. Fingers in keying position are best described as
10. The form and keying style that a typist uses while operating the keyboard is called

## Down

1. Correct keyboarding posture requires that the body be
2. Posture is important to successful keying; the body should be well back in the chair with
3. The correct keystroke technique is to use
4. In proper work area arrangement, the copy should be
6. The enter key is controlled by the