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| This video is going to show you the 5 typing techniques that we will be focusing on in computer class this quarter. | Image of a computer | Zoom in on keyboard |
| **Notes:** | **Notes:** | **Notes:** |

**Name: Mrs. Henderson Project: Keyboarding Techniques**

**Next board**

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| The first technique that we’ll go over is posture (sitting up straight in your chair). | Show image of being slumped over and reclining and say wrong way | Show picture of sitting the right way |
| **Notes:** | **Notes:** | **Notes:** |

**Next board**

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| The second technique is feet placement. | Show image of crossing ankles and say wrong way | Show picture of feet on the floor (right way) |
| **Notes:** | **Notes:** | **Notes:** |

**Next board**

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| The next technique is wrist placement (wrist should be slightly elevated off of the keyboard) | Show image of wrist being lift off of keyboard | Tip: If you lean forward slightly it is easier for you to do the correct wrist placement |
| **Notes:** | **Notes:** | **Notes:** |

**Next board**

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| Another technique is keeping your eyes on the monitor – do not look down | Show image of someone looking straight ahead at the monitor | Tip: Sitting with good posture makes it easier for you to keep your eyes on the monitor instead do the keyboard |
| **Notes:** | **Notes:** | **Notes:** |

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| The final technique is homerow position. Hands should be slightly curved so that you can fit on the correct keys. Thumbs should be resting on the space bar. Remember that your fingers can go visit other keys but they always come back home | Show image of left hand: f, d, s, a | Show image of right hand: j, k, l, ; |
| **Notes:** | **Notes:** | **Notes:** |

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| These are the 5 typing techniques that we’ll be working on this quarter! If you practice these you’ll be a great typist in no time! |  |  |
| **Notes:** | **Notes:** | **Notes:** |