

VS COMPUTER EDUCATIONAL

Left hand: **A S D F**

Little finger rests on the **a** key.

Ring finger rests on the **s** key.

Middle finger rests on the **d** key.

Index finger rests on the **f** key.

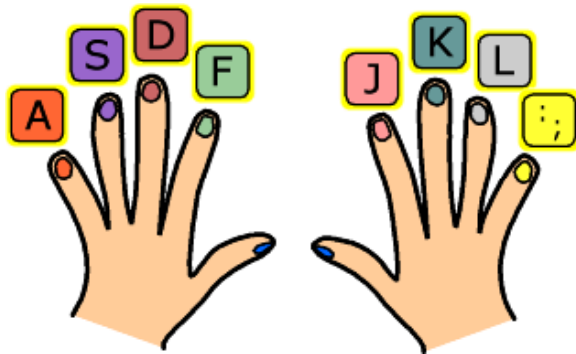
Right hand: **J K L ;**

Little finger rests on the **;** key.

Ring finger rests on the **l** key.

Middle finger rests on the **k** key.

Index finger rests on the **j** key



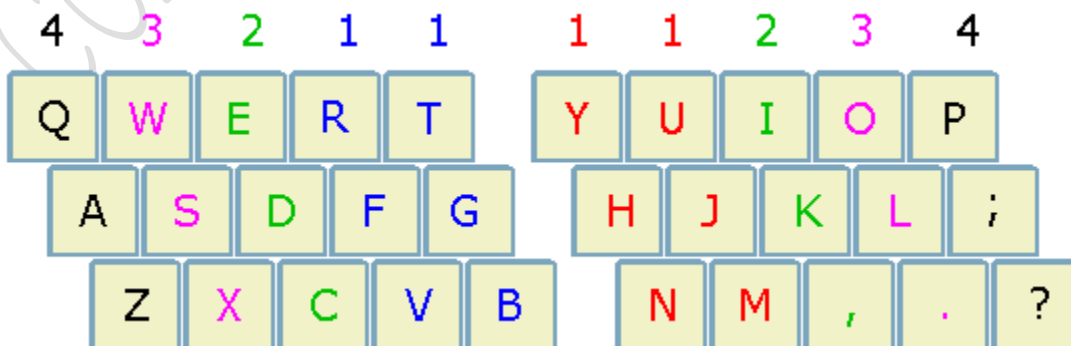
CHAIR and TABLE – Make sure your table is at the correct height and your chair is comfortable and adjustable; your forearms and thighs should be horizontal, legs uncrossed.

KEYBOARD – should be below or level with the elbows; the screen 1 m or 3 ft from your eyes (about an arm's length up to your wrist or finger tips).

CHAIR – height and distance from your table should be such that your wrists should **not** be resting heavily on the front of the keyboard or table.

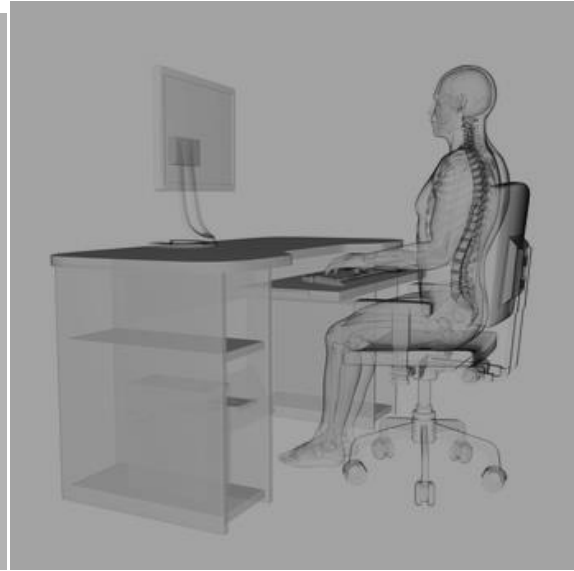
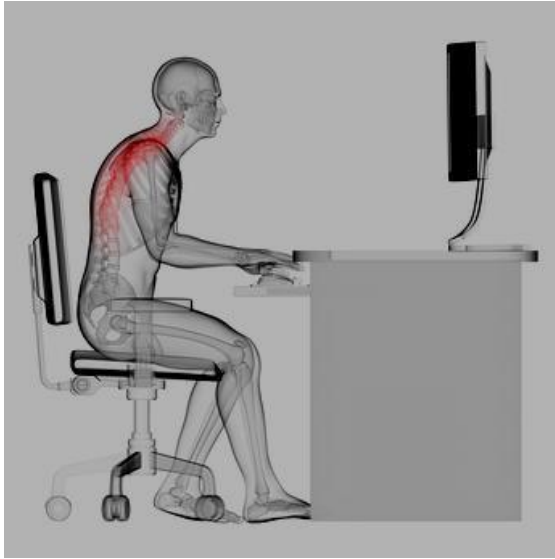
BODY – sit so that you are centred in front of the **G** and **H** keys on your keyboard. Do not lean forward.

MONITOR – position yourself so that when you are sitting up straight, your eyes are just above the top of the monitor - this will help you not to twist and strain your neck.



acter
acter.

VS COMPUTER EDUCATIONAL



The left image shows **BAD** typing posture.

The right image shows **GOOD** typing posture.

#1

Your fingers should always rest gently on their assigned home row keys. ASDF
JKL;
Press the space bar at the end of each line.

#2

The "g" key is struck with the left hand index finger reaching from its home row "f" key. Key the letters without looking at your fingers.

#3

The "h" key is struck with the right hand index finger reaching from its home row "j" key. Use a quick stroke to strike and bounce off the key.

#4

Check that your fingers are gently resting on their assigned home row keys. Sit up straight and keep your elbows tucked in.
(See nimblefingers.com for a complete program.)

#5

The "e" key is struck with the left hand middle finger reaching up from its home row "d" key. When an error is made, retype the key immediately. Strike the keys, do not press them.

#6

The "i" key is struck with the right hand middle finger reaching up from its home row "k" key. Strike the keys, do not press them.

#7

The "c" key is struck with the left hand middle finger reaching down from its home row "d" key. Be quick. Force yourself to type quickly.

VS COMPUTER EDUCATIONAL

(See nimblefingers.com for a complete program.)

#8

The "y" key is struck with the right hand pointing finger reaching up from its home row "j" key.

Only allow the actual finger used in striking a key to move.

#9

The "n" key is struck with the right hand index finger reaching down from its home row "j" key.

Always place your fingers on the keyboard and use the proper fingers to strike the keys.

#10

The "?" key is struck with the right hand little finger reaching down from its home row ";" key.

Hold the shift key down with the left hand little finger.

#11

The "," key is struck with the right hand middle finger reaching down from its home row "k" key.

When keyboard, always remember to press the SHIFT key with the hand not striking the key to be typed.

#12

The "." key is struck with the right hand ring finger reaching down from its home row "l" key.

Space twice after typing the period at the end of a sentence. Space once after typing a period in an abbreviation.

#13

The ":" key is struck with the right hand little finger residing on the ";" key. Hold the SHIFT key down with the left little finger.

Space twice after a ":" when used in a sentence.

#14

The "t" key is struck with the left hand index finger reaching up from its home row "f" key.

Key the letters without looking at your fingers.

(See nimblefingers.com for a complete program.)

#15

The "b" key is struck with the left hand index finger reaching down from its home row "f" key.

Use a quick stroke to strike and bounce off a key.

#16

The "r" key is struck with the left hand index finger reaching up from its home row "f" key.

VS COMPUTER EDUCATIONAL

Relax for a moment. Shake your hands to loosen them up.

#17

The "v" key is struck with the left hand index finger reaching down from its home row "f" key.

Move it! Now start typing faster.

(See nimblefingers.com for a complete program.)

#18

The "u" key is struck with the right hand index finger reaching up from its home row "j" key.

You need nimble fingers. Don't look at the keys.

#19

The "m" key is struck with the right hand index finger reaching down from its home row "j" key.

When an error is made, immediately retype the key. Train your fingers to be nimble.

#20

The "w" key is struck with the left hand ring finger reaching up from its home row "s" key.

Don't get sloppy. Always use the correct finger to strike a key.

#21

The "x" key is struck with the left hand ring finger reaching down from its home row "s" key.

If you are not comfortable with a key, repeat a previous typing exercise.

#22

The "o" key is struck with the right hand ring finger reaching up from its home row "l" key.

Do you have nimble fingers? If not, then re-key an exercise.

#23

The "p" key is struck with the right hand little finger reaching up from its home row ";" key.

You need nimble fingers. Train your fingers to quickly strike a key without looking.

#24

The "q" key is struck with the left hand little finger reaching up from its home row "a" key.

Develop nimble fingers by typing quickly without looking at the keys.

#25

The "z" key is struck with the left hand little finger reaching down from its home row "a" key.

Are your fingers more nimble? Download the FREE trial version of the typing program and see how much your speed and accuracy will improve.

#26

Just go for it! Download the FREE nimble fingers typing program so you can further improve your speed and accuracy.

VS COMPUTER EDUCATIONAL

#27

If you like this exercise, you will love the many interesting typing exercises we have created.



VS COMPUTER EDUCATIONAL