Keyboarding Tips

Type faster and more accurately without looking

Touch Typing is a Life Long Skill

Slow down to build accuracy, speed will come with practice

Unlearn bad habits

Use all ten fingers

Learn to type without looking

Slow down to build accuracy, speed will come with practicing

Learn keyboard shortcuts

Visit your school’s website to find practice keyboarding games

School’s Home Page > Technology Center > Interactive Activities > 4th or 5th Grade Keyboarding

Technique is Key

• Sit up straight
• Feet on the floor
• Elbows by your side
• Wrist straight
• Make sure fingers are on the Home Row Keys!
• Curl fingers slightly
• Don’t look at the keyboard
• Strike keys lightly

Eyes on the monitor. Don’t look at the keys!

Practice often for short sessions. Keyboarding is tiring, three 15 minute practice sessions are more beneficial than one 30 minute practice session.

Fingers on the Home Row

Practice, practice, practice!

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October 2013