

## **Keyboarding Technique**

1. Eyes should remain on your source copy
2. Fingers curved and upright
3. Wrists low but not touching
4. Keyboard at the edge of your desk
5. Elbows loose
6. Feet Flat on the floor

### **Home Row**

**These are the keys where your fingers begin and rest after typing a letter.**

#### **Left Hand**

**A S D F**

#### **Right Hand**

**J K L ;**