



Computer typing

Typing safely



Before starting to type, you'll need a desktop or laptop computer and a word processing package such as Microsoft Word. **Is your computer on a good sized table or desk? Do you have an adjustable chair with a backrest?**

To type safely and avoid strain, you need to think about your **seating position** while using the keyboard:

- Keep your head erect. If you tilt it too much towards the screen it can put a strain on your neck and can cause headaches.
- Relax your shoulders.
- Keep your elbows close to your body.
- Curve your fingers slightly over the keys but keep your wrists flat.
- Try to keep your feet on the floor and avoid crossing your legs.

Getting to know the keyboard

The standard computer keyboard is called the QWERTY keyboard, so-called because this is a letter sequence on the keyboard. Can you find these letters on your keyboard?

Many people use one finger when starting to use a keyboard. But with touch typing you can learn to use all your fingers so that you're able to type faster. It's useful to start practising touch typing as soon as you can.

Have a look at your keyboard. The home keys are **A S D F** for the left hand, and **J K L ;** for the right hand. When touch typing, always begin with your fingers on the home keys. From this position you reach for all the other keys. See the diagram below to check which fingers are used to type each letter. Here are some basic instructions to get you started:

- To type in lower case, press a letter key.
- To type numbers, press a number key.
- To type a capital letter, press and hold the shift key and then press the letter key. Use your little finger to press the shift key. Some keys have more than one letter, number or symbol. Press and hold the shift key to get the top symbol.
- Use the space bar at the bottom of the keyboard when you want single spaces between words. Use your thumb for the space bar.

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This diagram shows which fingers are used to type each letter:

