



KEYBOARDING TECHNIQUES

M. Rasti-Barzoki

Website: rasti.iut.ac.ir

92-1



Learning Objectives

- **Why is proper typing technique important?**
- **What keyboarding techniques should be used when typing on a computer keyboard?**



Ergonomics

- Ergonomics – the study of how a person's work **environment** and tools **affect** the person
 - Ergonomists **design** workspaces and tools that help people do their jobs and use their tools **comfortably** and **safely**

- **Examples:**



Ergonomic keyboard and mouse



Ergonomic desk chair

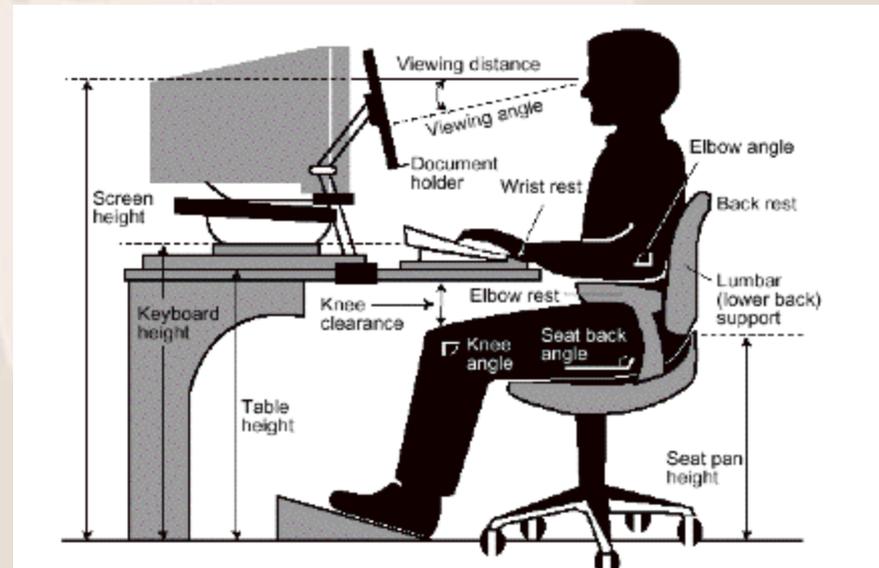
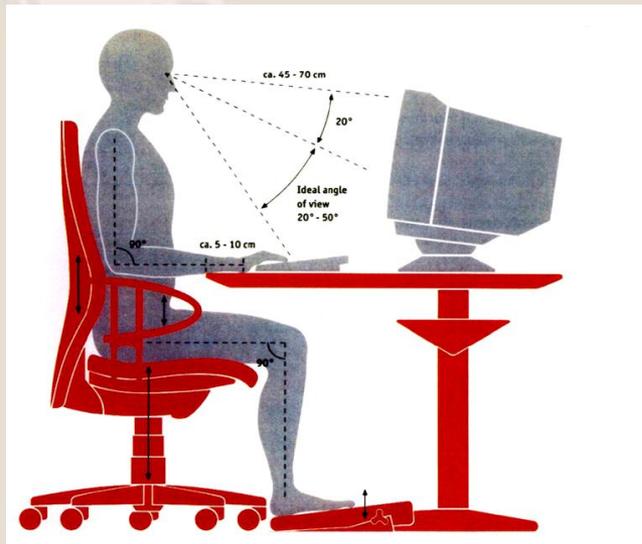
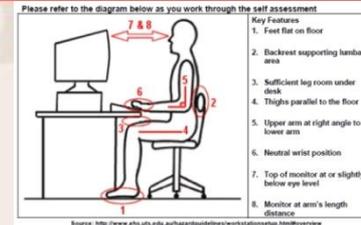


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Keyboarding Techniques

Your Workstation

- Workstation – the arrangement of the monitor, keyboard, mouse, copy, and other materials on the desk





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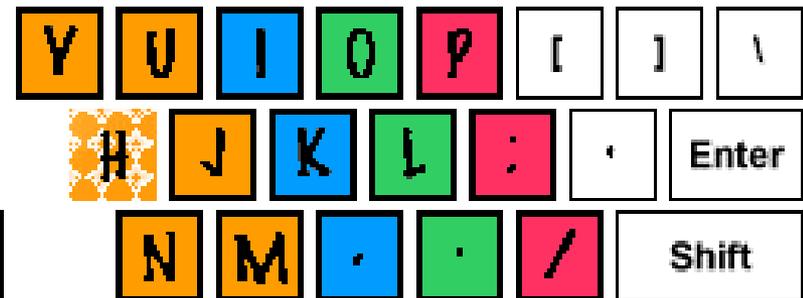
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Typing

LEFT side



RIGHT side

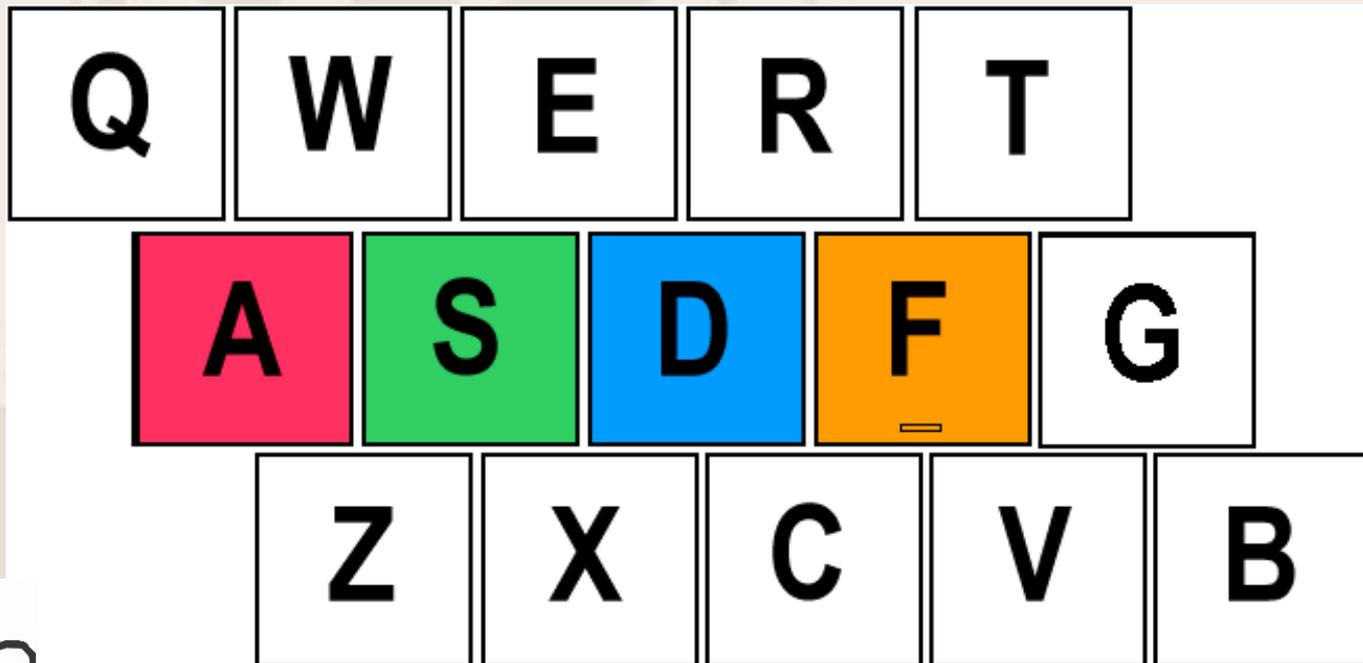




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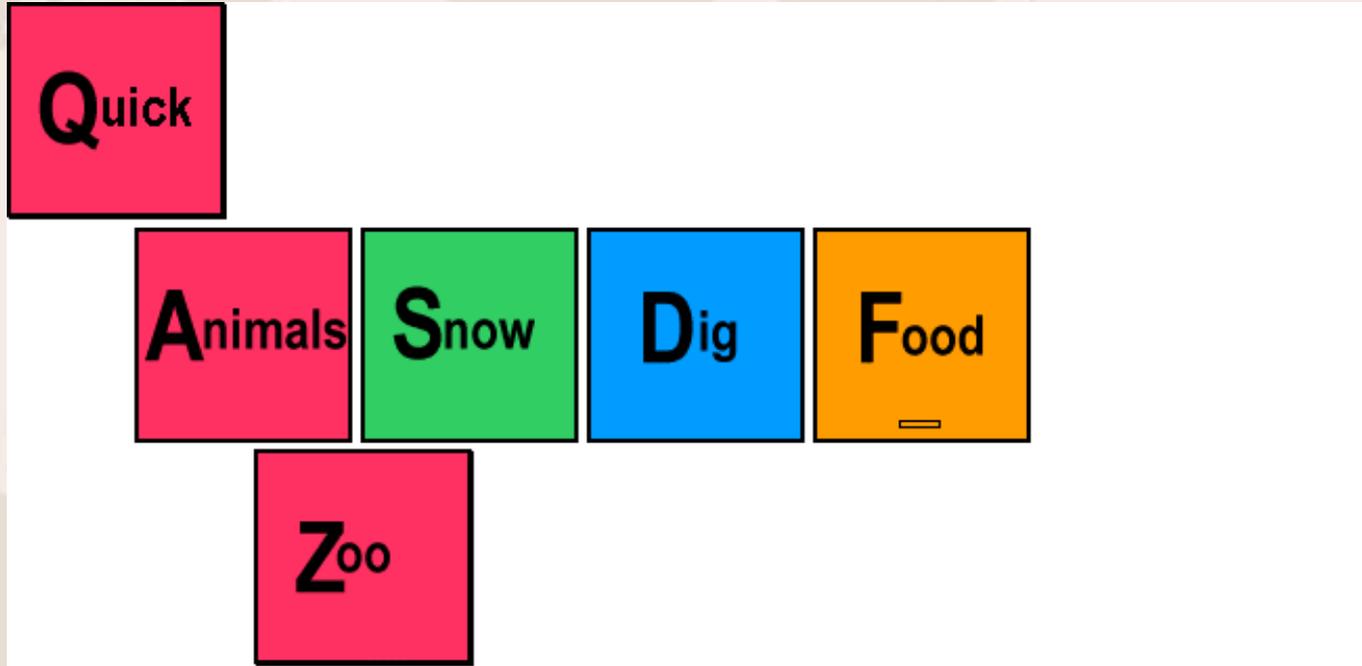




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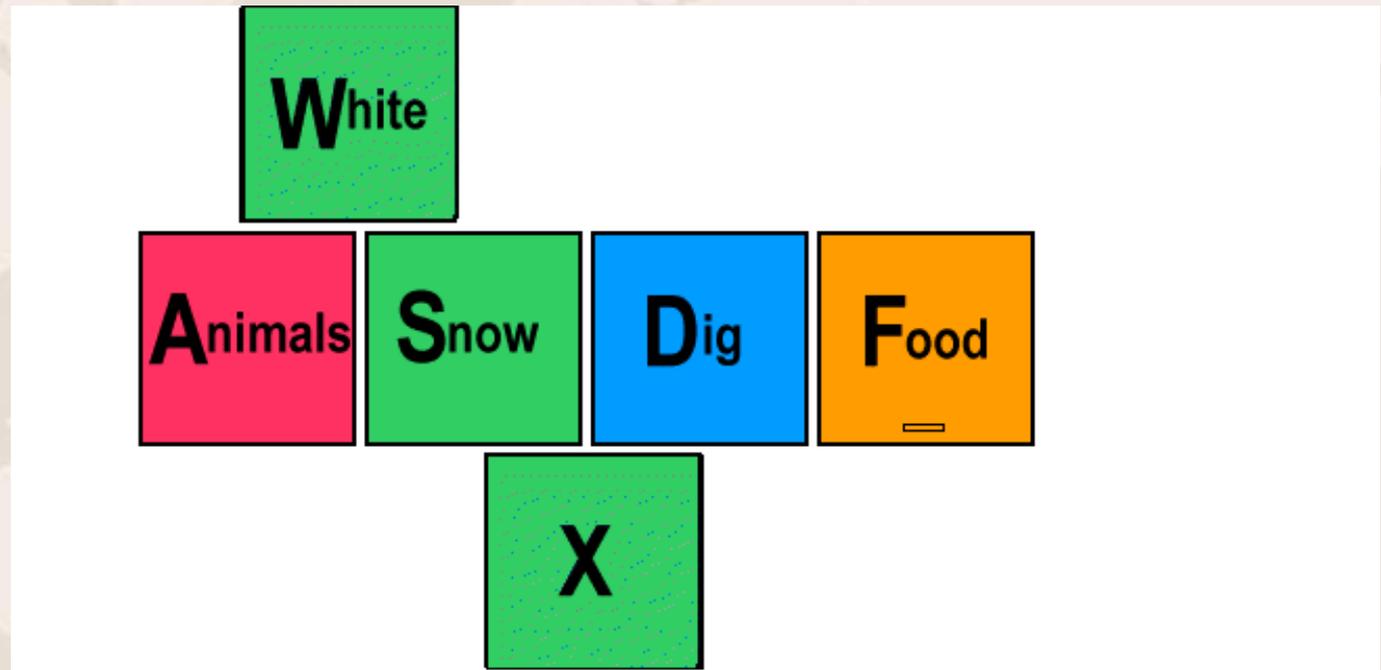




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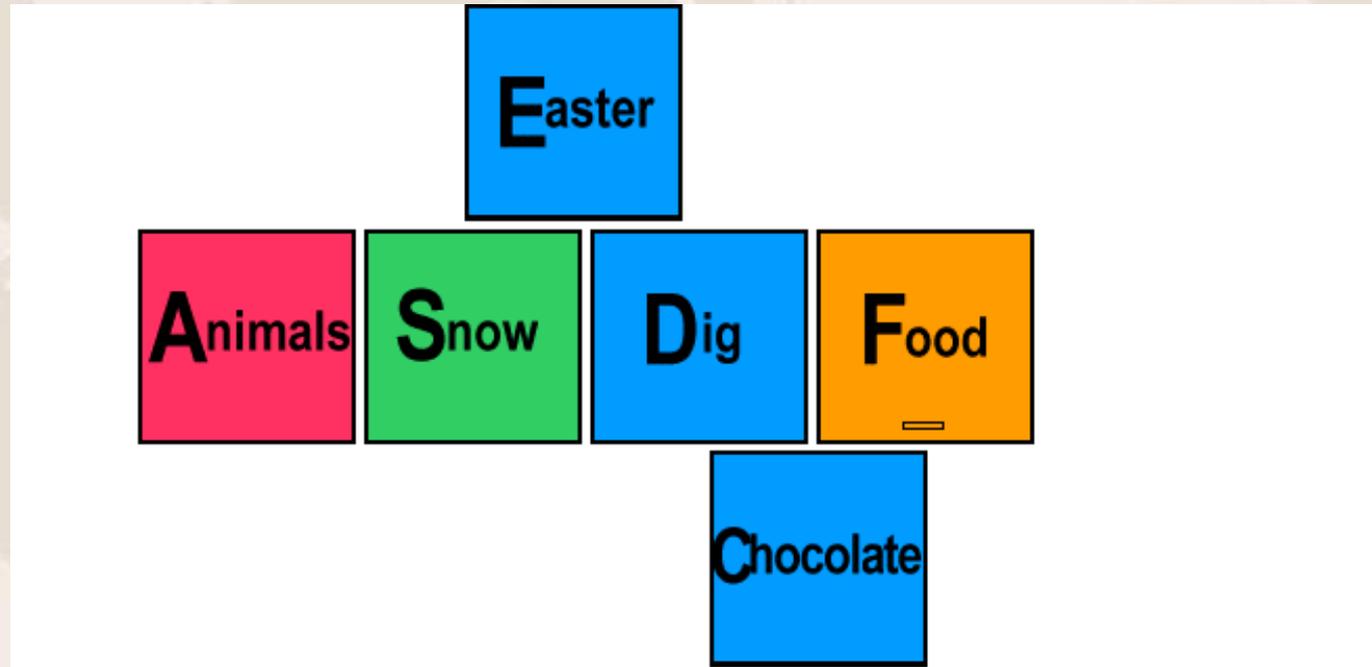




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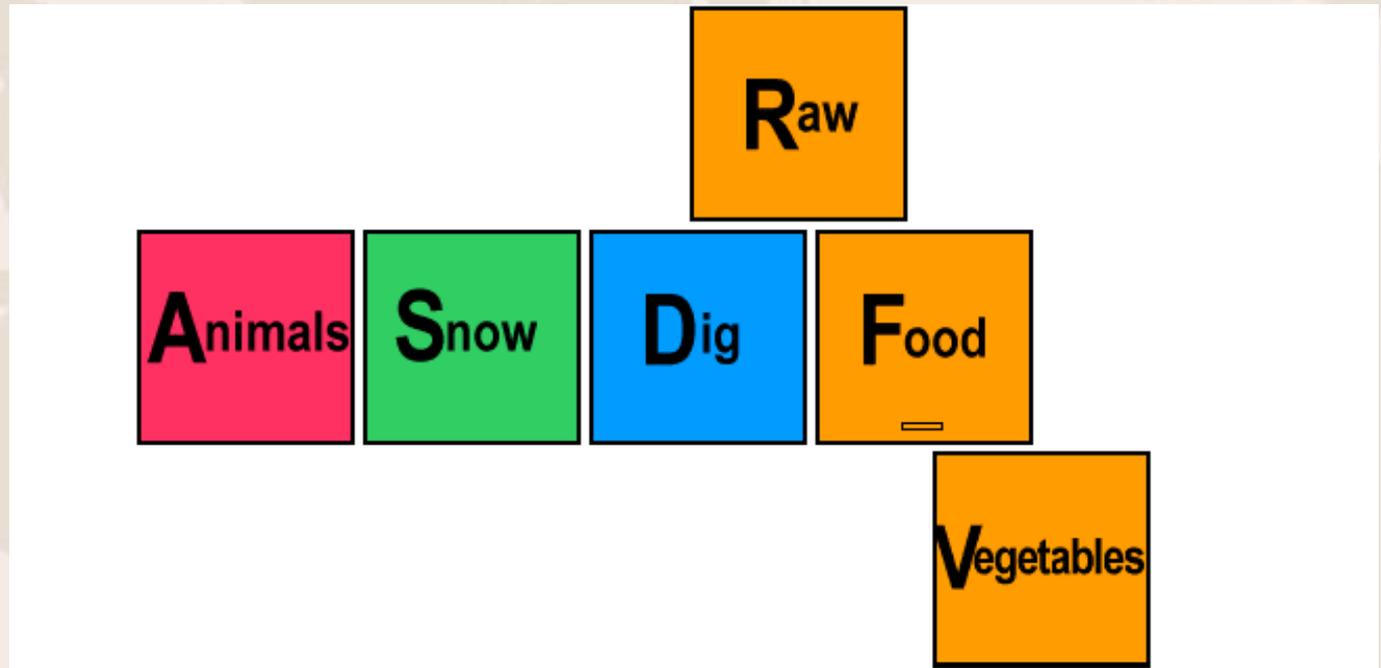




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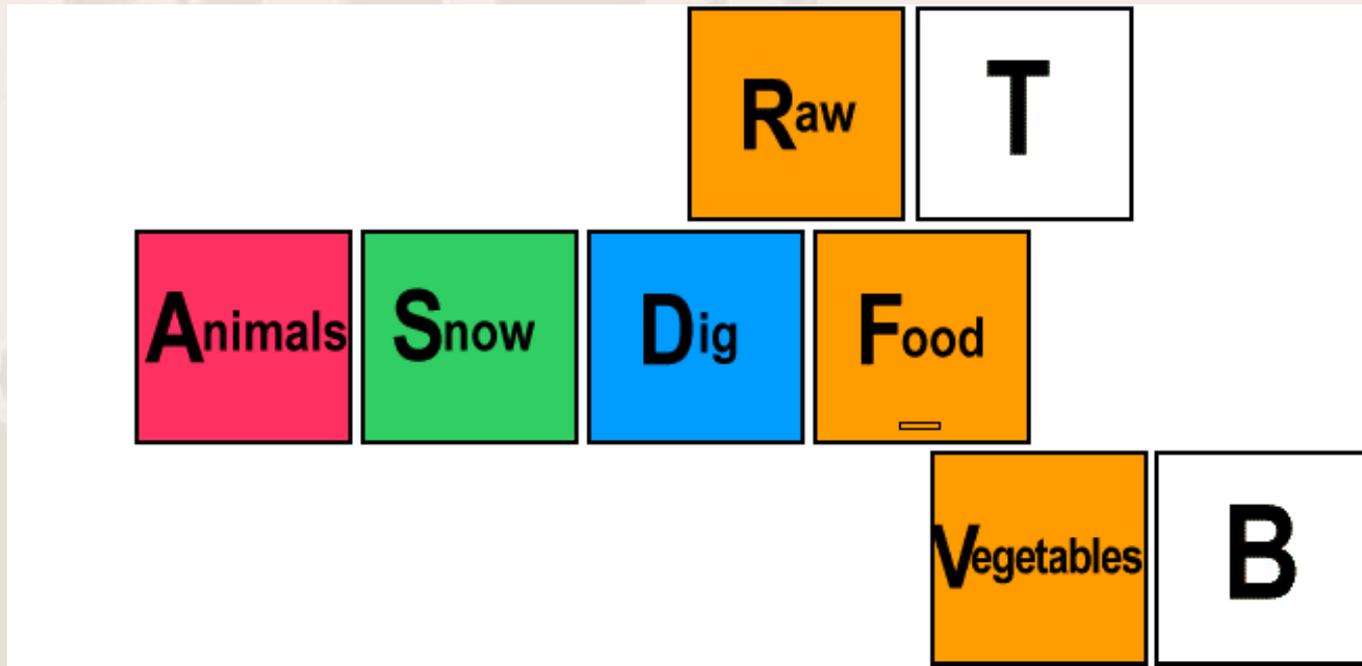




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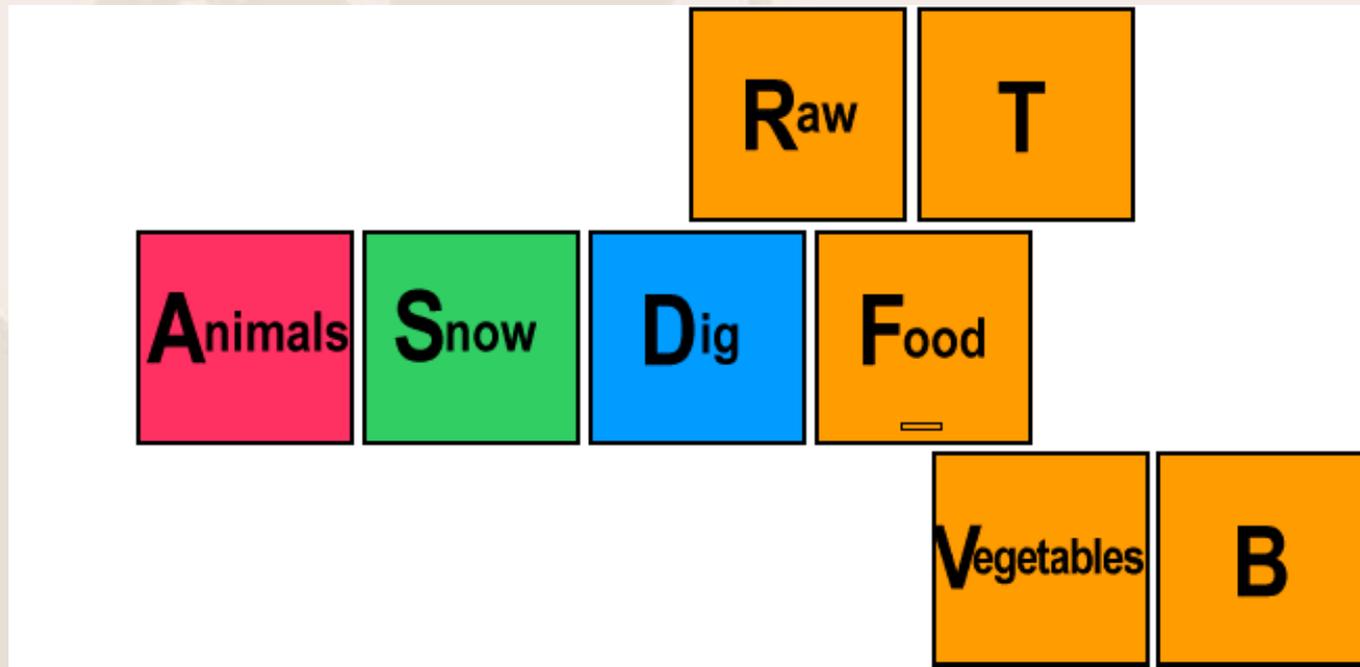




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Typing





Typing

- Use keyboard shortcuts whenever possible to avoid constant use of the mouse
 - Ctrl+N = **New document**
 - Ctrl+S = **Save**
 - Ctrl+B = **Bold**
 - Ctrl+U = **Underline**
 - Ctrl+X = **Cut**
 - Ctrl+C = **Copy**
 - Ctrl+V = **Paste**
 - Ctrl+A = **Select All Text**





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