**Keyboarding Objectives for Students**

- to develop the correct touch typing technique
- to key data quickly and accurately
- to demonstrate operational skills in using the computer
- to be able to key accurately, at a rate of 35 Words Per Minute (WPM),
- to understand health and safety issues of using the computer

**The Importance of Learning Keyboarding**

Not too long ago, business education teachers gave formal instruction in typewriting at the high school level. At that time, the skill of typing was a necessity for certain occupations. Today, efficient keyboard and computer operation is a necessary skill for the majority of occupations. Keyboarding is an expected tool for communication throughout one’s life. It is considered as important a skill as being able to print and write well. With the widespread use of computers in schools and homes, keyboarding instruction has moved down to the elementary grades. Younger and younger children are becoming fluent computer users and it is important for them to learn proper keyboarding techniques early so that they do not develop bad habits that are very hard to break. There are a large number of computer users who claim their system of ‘hunt-and-peck’ is as good as touch typing. When tested, these individuals are often surprised to learn how inefficiently they type. Touch typing allows you to key much faster and you don’t tire as quickly. This skill comes after the fingers have learned to operate the keys automatically with speed and a high level of accuracy. The fingers move without hesitation when they know where to go. Learning to use the keyboard competently should be viewed as learning to use a tool that assists a student to work in the technological framework of the 21st century. It is a natural extension of the writing process. All students will benefit greatly from knowing that they can write, edit their work, and communicate easily with others while using the keyboard. Good keyboarding skills will aid students as they write, do research, solve problems, communicate with others and achieve competence throughout their educational career.
### Goals For Your Keyboarding Words Per Minute

<table>
<thead>
<tr>
<th>Grade Levels</th>
<th>Goals</th>
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</thead>
<tbody>
<tr>
<td>6th and 7th Grade</td>
<td>25 W.P.M.</td>
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<tr>
<td>8th Grade</td>
<td>30 W.P.M.</td>
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<tr>
<td>9th—12th Grade</td>
<td>35 W.P.M.</td>
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**Correct Posture:**
- Feet on the floor, slightly apart
- Elbows hanging naturally near the sides of the body
- Upper arm and forearm at right angle
- Body centered in front of the keyboard
- Wrists held low, bottom of hands not touching keyboard

**Correct Key Stroking:**
- Fingers curved and lightly on the home keys
- Upright fingers, not leaning over onto little fingers
- Quick snappy keystrokes
- Hands almost motionless, fingers do the reaching
- Use correct finger for each key reach
- Keep eyes on screen on textbook copy

**Correct Shift Technique:**
- Use the appropriate little finger
- Use a 3-steps (1)shift, (2)strike key, (3)release
- Other fingers remain on home row

**Correct Return/Enter Operation:**
- Use little finger of right hand
- Make a quick reach from home key to ENTER and back
- Do not pause before or after ENTER motion
- Other fingers remain on home row