

Name _____
Period ____

Learning Keyboarding Basics

Typing Basics 1

Place your hands over the keyboard and curl your fingers (do not bend your wrists). Avoid resting your palm as this causes your wrist to bend (you can use a keyboard pad or rest).



Typing Basics 2

Place the tips of your fingers on the home keys as shown in the illustration below. Left hand pinky finger on the A key and the other fingers on the S, D and F keys. Right hand pinky finger on the ; (semi-colon) key and other fingers on the L, K and J keys. **The fingers used for pressing each key are shown below, marked by colored dots.**

