

TYPING INDICATIONS

Basic rules:

Skills come with practice!

Learning to type needs conscious training and concentrated work!

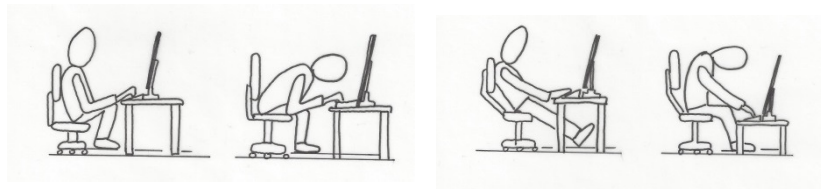
- * Do not look at the keyboard!
- * Use a cover!
- * Write slowly and in tact!

Posture

- * Your feet must stand flat on the floor.
- * The upper body is erect, your back leans against the back of the chair.
- * Upper and lower arms form a right angle.
- * Keep your hands straight.
- * The keyboard is touched by the tip of your fingers (basic position).



correct



wrong

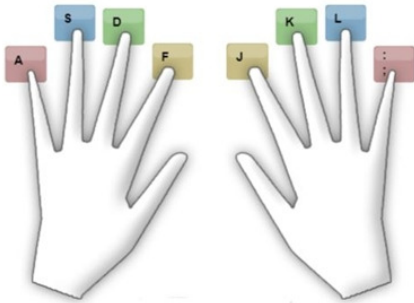
Exercises for relaxation

Exercises for relaxation prevent cramps and heavy hands.

- * Exercises for the finger
- * Exercises for the hands
- * Exercises for the neck

Listening to relaxation music before typing can improve concentration.

Basic position



Left hand:

little finger **a**
ring finger **s**
middle finger **d**
index finger **f**

Right hand:

little finger **;**
ring finger **l**
middle finger **k**
index finger **j**

* It is easier to find the basic position due to the small elevation on the keys f and j (index finger).

* The two thumbs are kept above the space key.

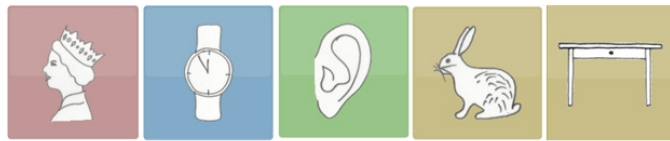
Pictures for the Picture & Keyboard Game

- * The letters to be learnt are connected with a picture.
- * It is easier to think of a little story for learning.
- * Every row is connected with a picture story, which should be written and learnt by heart.

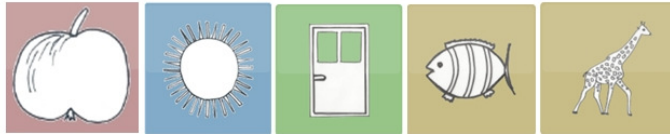
Typing Scout – Picture & Keyboard Game

Left hand:

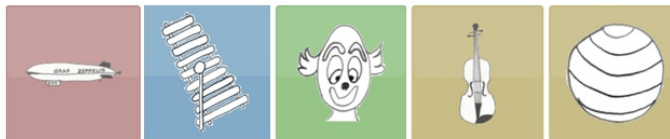
Upper row:



Base row:



Lower row:



Right hand:

Upper row:



Base row:



Lower row:

