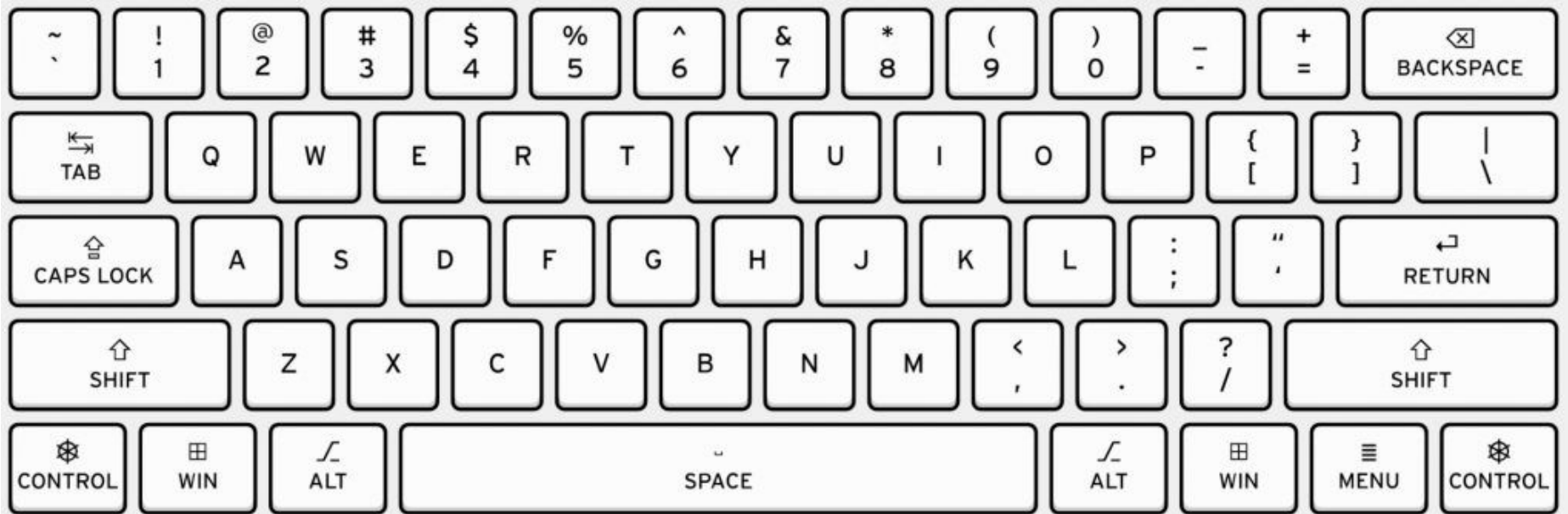


Keyboarding

The correct way.

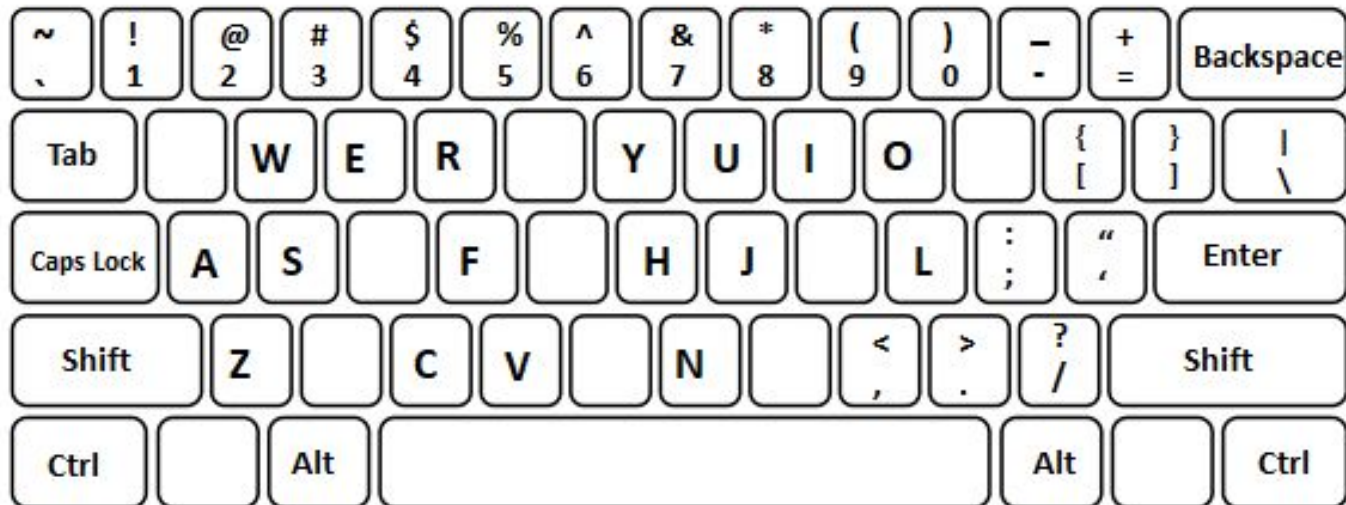
Know Your KeyBoard



Name: _____

Fill in the Missing Keys on the Keyboard

Fill in keys missing keys.



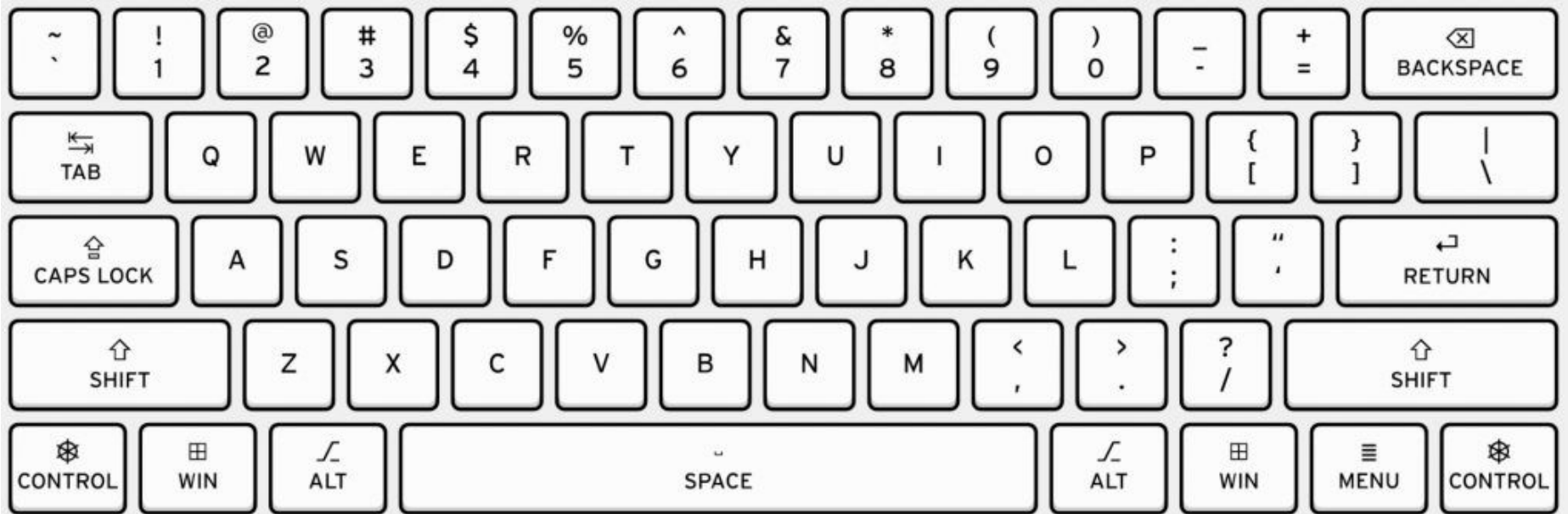
Name: _____

Fill in the Missing Keys on the Keyboard

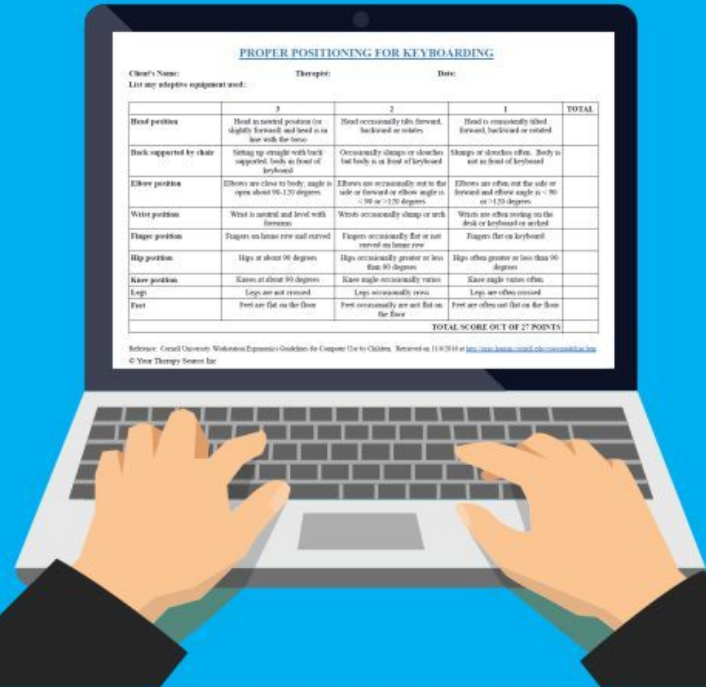
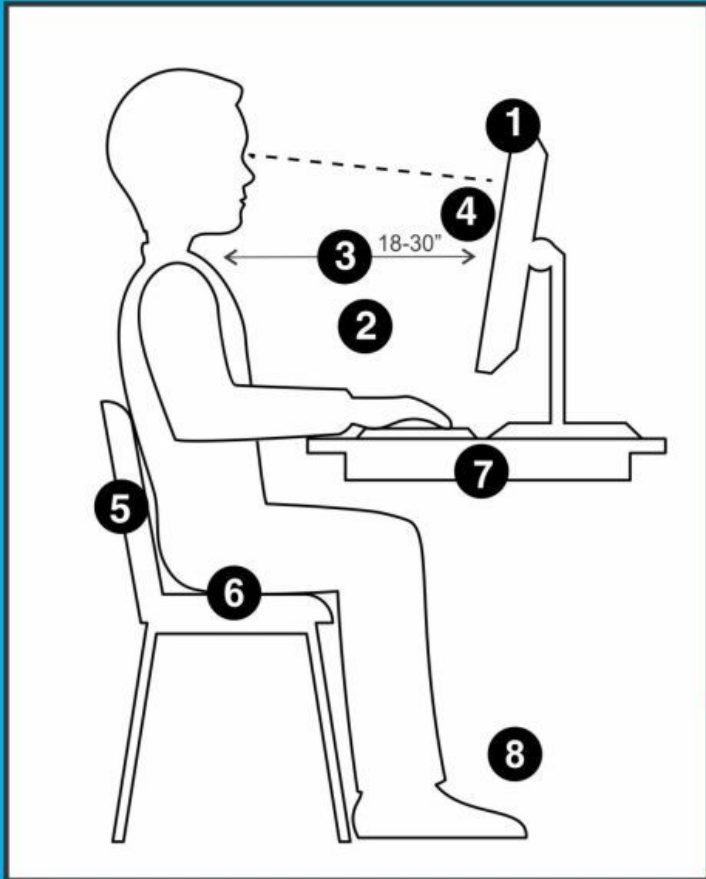
Fill in the missing keys on the keyboard.

~ `	! 1	@ 2	# 3	\$ 4	% 5	^ 6	& 7	* 8	(9) 0	- _	+ =	Backspace
Tab	Q	W	E	R	T	Y	U	I	O	P	{ [}]	 \ _
Caps Lock										:	" "	:	Enter
Shift								< ,	> .	? /		Shift	
Ctrl		Alt						Alt		Ctrl			

Know Your KeyBoard







PROPER POSITIONING FOR KEYBOARDING

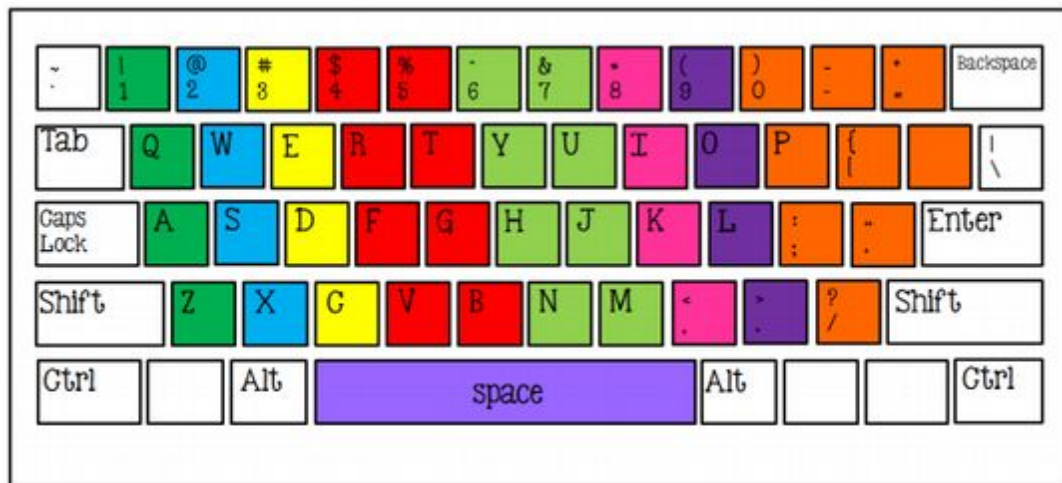
Client's Name: _____ Therapist: _____ Date: _____

List any adaptive equipment used: _____

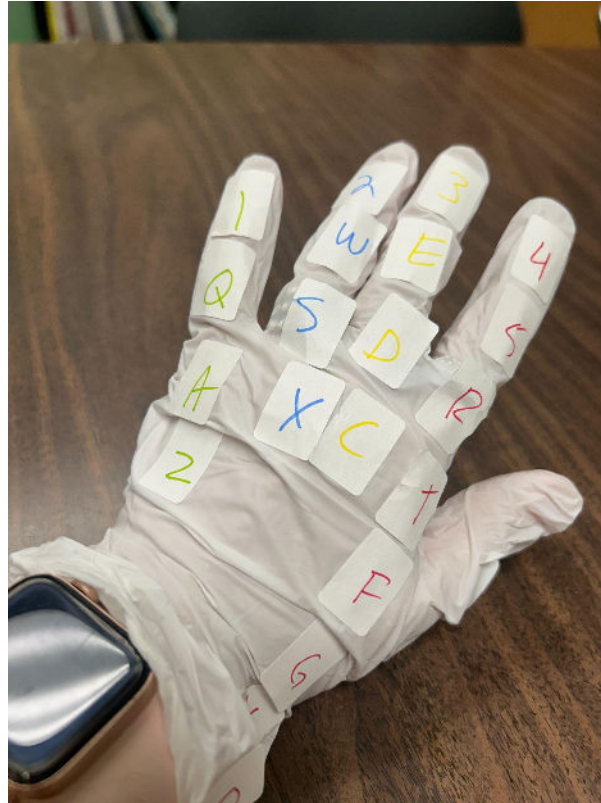
	3	2	1	TOTAL
Head position	Head in neutral position (or slightly forward) and level in line with the torso.	Head occasionally tilts forward, backward or rotates.	Head is consistently tilted forward, backward or rotated.	
Back supported by chair	Sitting up straight with back supported. Torso in front of keyboard.	Occasionally slumps or slouches but body is in front of keyboard.	Slumps or slouches often. Body is not in front of keyboard.	
Elbow position	Elbows are close to body, angle is open about 90-120 degrees.	Elbows are occasionally out to the side or forward or elbow angle is < 90 or > 120 degrees.	Elbows are often out the side or forward and elbow angle is < 90 or > 120 degrees.	
Wrist position	Wrist is neutral and level with forearm.	Wrist occasionally slumps or arches forward.	Wrist are often moving up the desk or backward or arched.	
Finger position	Fingers on home row and curved.	Fingers occasionally flat or not curved on home row.	Fingers flat on keyboard.	
Hip position	Hips at about 90 degrees.	Hips occasionally greater or less than 90 degrees.	Hips often greater or less than 90 degrees.	
Knee position	Knees at about 90 degrees.	Knee angle occasionally varies.	Knee angle varies often.	
Legs	Legs are not crossed.	Legs occasionally cross.	Legs are often crossed.	
Feet	Feet are flat on the floor.	Feet occasionally are not flat on the floor.	Feet are often not flat on the floor.	
TOTAL SCORE OUT OF 27 POINTS:				

Reference: Carroll University, Simulation Experiences Guidelines for Computer Use by Children. Retrieved on 11/30/16 at <http://www.carroll.edu/education/kin>
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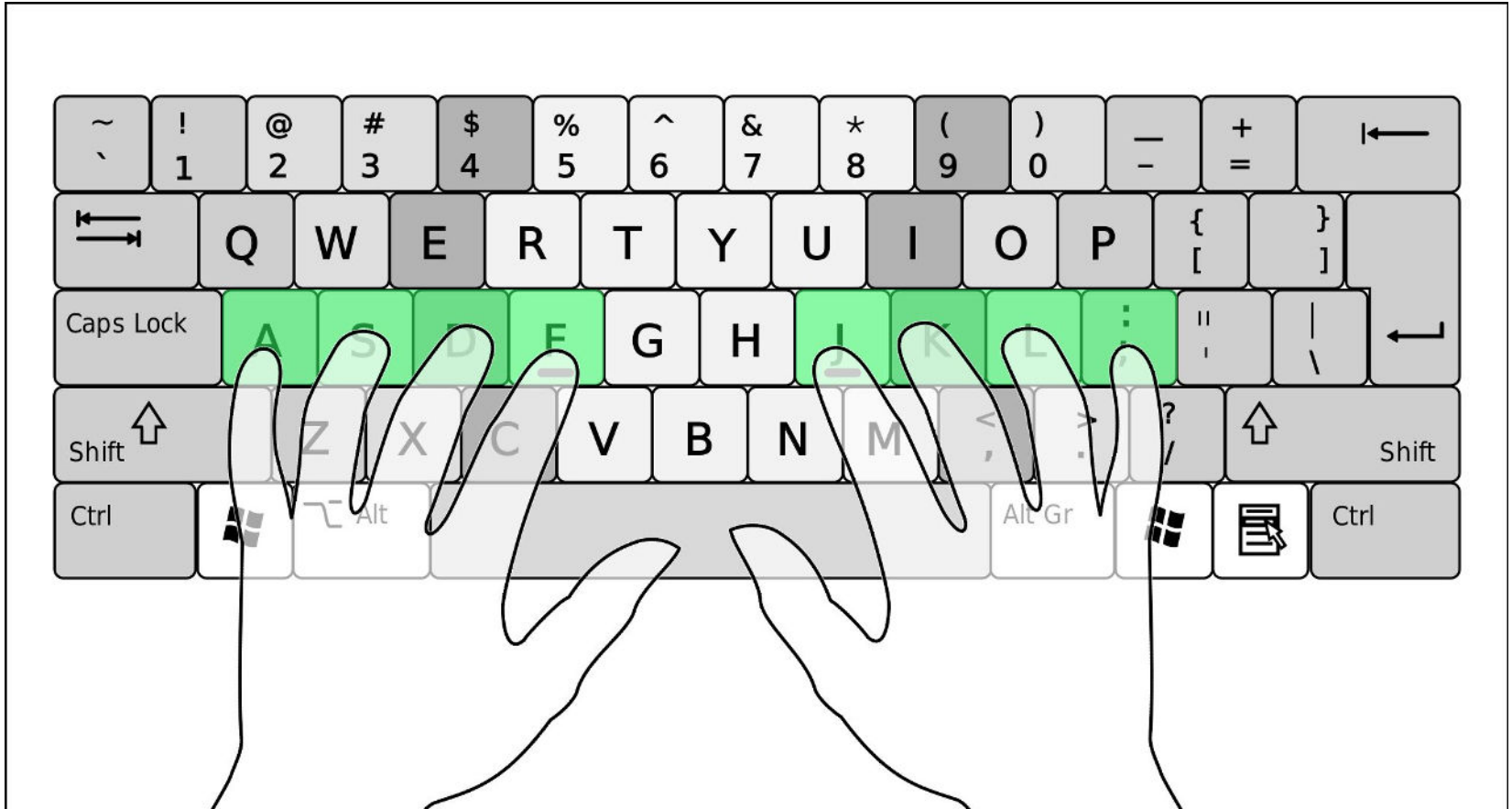
WORK STATION, POSITIONING AND KEYBOARDING SKILLS



Use your gloves to learn the correct key fingers.



Home Row



Left Hand Keys

Right Hand Keys



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