**Proper Keyboarding Ergonomics PowerPoint**

**Directions**: You are to create three slides using MS PowerPoint or Google Slides that represent proper keyboarding posture, hand placement, and home row keys. You will have a minimum of four slides total. You will not be required to present your document to the class.

Slide #1: Title slide

* Include a relevant title for your presentation. (your title is up to you)
* Your first and last name
* Class period
* Include at least one graphic related to typing

Slide #2: Proper Typing Posture

* Include a relevant title for your slide (your title is up to you)
* Include how your back should be positioned when typing at a keyboard
* Where should your feet be and how should they be positioned?
* How should/shouldn’t your wrists be positioned?
* Where should your fingers be positioned on the keyboard
* Where should your eyes be focused?

Slide #3: The Home Row

* Include a relevant title for your slide (your title is up to you)
* What are the home row keys?
* Which keys of the home row should your left hand be placed on?
* Which keys of the home row should your right hand be placed on?

Slide #4: QWERTY

* Include a relevant title for your slide (your title is up to you)
* Why are the keys on the QWERTY keyboarding not placed in alphabetic order?
* Who invented the QWERTY keyboard? What year was the QWERTY keyboard invented?
* Do you feel a keyboard in alphabetic order would improve your typing speed and accuracy?