# Unit: 3.4
## Touch Typing

## Key Learning

- To introduce typing terminology.
- To understand the correct way to sit at the keyboard.
- To learn how to use the home, top and bottom row keys.
- To practise typing with the left and right hand.

## Key Resources



2Type

## Key Vocabulary

**Posture**
The correct way to sit at the computer.

**Top row keys**
The keys on the top row of the keyboard.

**Home row keys**
The keys on the middle row of the keyboard.

**Bottom row keys**
The keys on the bottom row of the keyboard.
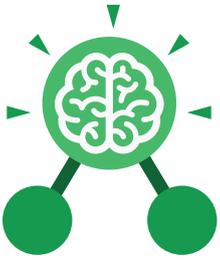
**Space bar**
The bar at the bottom of the keyboard.

## Key Questions

**Why should I have a good posture at the computer?**

A good posture is important to help you avoid any injuries that come from repeatedly using the computer incorrectly.
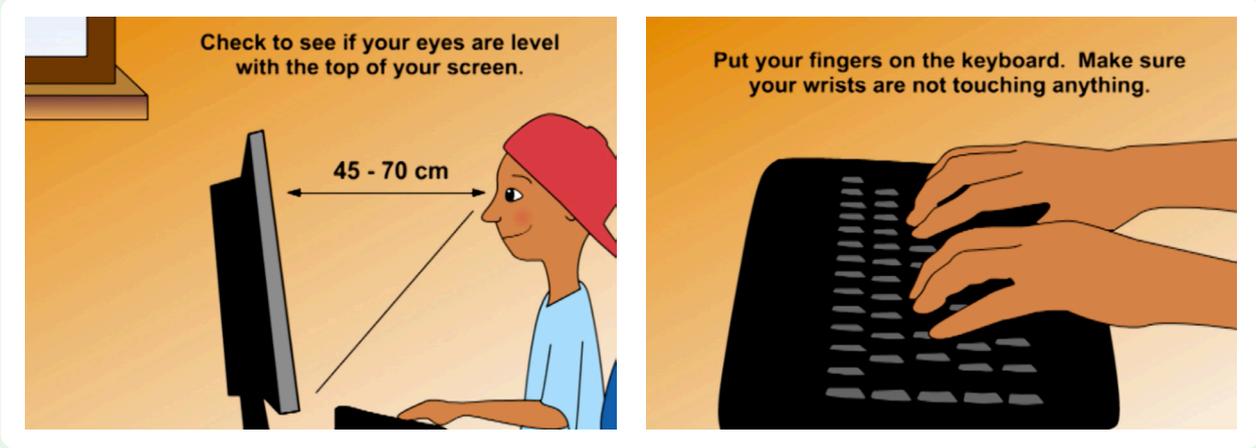
**Why should I type certain keys with certain fingers?**

Using specific fingers for specific keys allows you to type more quickly.

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## Key Images



Check to see if your eyes are level with the top of your screen.

45 - 70 cm

Put your fingers on the keyboard. Make sure your wrists are not touching anything.

Posture



Top Row

Home Row

Bottom Row

Space Bar

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