**Posture**

1. Sit \_\_\_\_\_\_\_\_\_\_\_\_\_ as far as you can in the chair.
2. Sit up nice and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Keep your elbows at your \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and raise your wrists so your hands are \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
3. Raise the chair as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_as you can to be able to still get under the table.
4. Having an ergonomic \_\_\_\_\_\_\_\_\_\_\_\_\_ is ideal.
5. It’s important to have the keyboard at the right \_\_\_\_\_\_\_\_\_\_\_\_\_ so an alternative is to put the keyboard on your \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
6. Have your fingers on the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ row.

**Dvorak Keyboard Layout**

1. On the Dvorak keyboard the keys are arranged with the most \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_used letters on the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ row.
2. On the left hand you will find the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
3. On the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ side, the most frequent letters are the consonants.
4. 70% of the time your fingers are on the \_\_\_\_\_\_\_\_\_\_\_\_\_\_ vs. the QWERTY keyboard where you are off the home row \_\_\_\_\_\_\_\_\_\_\_\_\_ of the time.

**Home Row on a Keyboard**

1. Which is the home row?
2. The fingers will stay \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_here to learn to touch type.
3. Always go back to the home row after \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_a key.
4. The two letters in the center of the home row are G and H. This stands for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**QWERTY Keyboard Layout**

1. The standard keyboard represents the first \_\_\_\_\_\_\_\_\_\_\_\_\_\_ letters on the keys.
2. This was designed to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_typists down due to the mechanics old typewriters’ wands getting \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_if typists typed too fast.
3. You can see on the middle row, the home row, that there is an \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_run.
4. They anti-engineered the keys and took all of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_off the home row except for one and arranged them so that you are \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of the time off the home row.

**How to Type 40 Words Per Minute**

1. 40 wpm is a \_\_\_\_\_\_\_\_\_\_\_\_\_ for many people because this is the level they need to achieve to get the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
2. How much practice does the author suggest is needed to type 15-20 wpm?
3. What is the quickest way to get better at typing (up to 40 wpm)?

**Typing Goals**

1. There are several \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_depending on what your \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is
2. 40 wpm is required to get a \_\_\_\_\_\_\_\_\_\_\_\_\_\_.
3. A \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ goal would be typing as fast as you \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_because that is what you are comfortable with. If you could type 30-35 wpm this is comfortable since this is what you are used to writing.
4. Someone who is a strong typist types \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_wpm.
5. If somebody is a fast typist they \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ wpm.
6. People who have to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_and type for other people that must have good \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_need to type 100+ wpm or more. This would be like an administrative assistant.
7. Someone who enters data (date entry) needs to type \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_wpm.
8. The record speeds for Keyboarding on the standard keyboard (QWERTY) is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ wpm.
9. A faster keyboard that has a better arrangement, the **Dvorak** keyboard, is\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ wpm.