

Keyboarding Checklist



- I arrived at class on time and ready to work.**
- I adjusted my chair and computer for safe keyboarding**
- I listened to my teacher and followed directions.**
- I sat correctly at the keyboard:**
 - **My back was straight.**
 - **My wrists were level.**
 - **My eyes were off the keyboard and on the screen.**
 - **I used the correct fingers for each key.**
 - **I operated the space bar and return or enter key correctly.**
 - **My hands were arched over the keyboard**
 - **My feet were flat on the floor.**
- At the end of the class, I left my workstation as directed.**
- I did my best today in keyboarding class.**

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