HOW TO USE A COMPUTER KEYBOARD

will increase your productivity if you master the art of touch typing or touch keyboarding. This means that you must exercise good posture at the computer and positioning the fingers correctly on or above the keyboard, if you want to avoid repetitive strain injury

Sit up straight. Sit with your back into the back of the chair in order to support your lower back.

Keep your feet flat on the floor.

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Centre your body in front of the keyboard so that your belly button is lined up with the G and H keys on the keyboard.

Bend your elbows n an L-shape next to your body.

Position your fingers in a curved position slightly above the keyboard - feel the little raised bars on the F and J keys below you index fingers.

Rest your thumbs above the spacebar.

Relax you neck and shoulders.

Keep your eyes looking straight ahead at the screen.



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