

# Keyboarding Checklist



- I reported directly to my assigned seat.
- I sat correctly in front of the keyboard.
  - My back was straight.
  - My feet were flat on the floor.
  - My wrists were level.
  - My fingers were arched over the keyboard.
  - My eyes were on the screen, not the keyboard.
  - I used the correct fingers on each key.
  - I used the correct reach on the Spacebar and Enter key.
- I straightened up the equipment at the end of class, leaving it even better than I found it.
- I did my best today in keyboarding class.

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