

# Ten Best Keyboarding Tips

1. Tuck your elbows against the sides of your body. This keeps your hands in the right spot—home row.
2. Use your thumb for the space bar. That leaves your hands on home row.
3. Curl fingers over home row—they're cat paws, not dog paws.
4. Use inside fingers for inside keys, outside fingers for outside keys.
5. Use the finger closest to the key you need. Sounds simple, but this isn't what usually happens with beginners.
6. Keep your pointers anchored to f and j.
7. Play your keyboard like you do a piano (or violin, or guitar, or recorder). You'd never use your pointer for all keys.
8. Fingers move, not your hands. Hands stay anchored to the f and j keys.
9. Add a barrier between the left & right sides of the keyboard. (Try using cardboard or a piece of heavyweight paper. That'll remind you to stay on the correct side of the keyboard.)
10. Don't use caps lock for capitals! Use shift.