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SUBJECT: BUSINESS STUDIES

CLASS: JSS 1

TOPIC: INTRODUCTION TO KEYBOARDING

Keyboarding is the utilization of a keyboard for computer functions and typing. Keyboarding act of manipulating the computer keys to produce information.

IMPORTANCE OF KEYBOARDING

1. Keyboarding skills makes it easy and faster to produce business materials.
2. Keyboard is the primary source of inputting information into computer.
3. Keyboarding is very good for both personal and professional uses.
4. Keyboarding skills is a means of employment into business organization.
5. Keyboarding skills is vital because they can impact a person's ability to communicate with others in the future.

PROPER KEYBOARDING POSTURE

They include;

- Sitting up straight;
- Feet flat on the floor;
- Body centred in front of the computer;
- Elbows naturally by the side;
- Fingers curved;
- Wrist low, but not touching the keyboard;
- Right little finger used for the enter key;
- Left fingers on the home row key; and
- Use the appropriate little for the shift keys.

ASSIGNMENT: DEFINE KEYBOARDING