

# MicroType Multimedia (MTMM)

As you work each day on your typing it is very important that you practice and master proper technique.

## **KEY POINTS TO WORK ON:**

- Sit straight in your chair. Feet flat on the floor. **DO NOT** slouch!
- Your keyboard should be near the edge of your table so that your forearms are not resting on your desk.
- Your fingers should be slightly curled , with your wrists up. Fingers should be in position over the home row of keys.
- EYES MUST** be on the screen or text. **AVOID** looking at the keyboard.

**REMEMBER:** You are memorizing the keys and keystrokes. Say the letters to yourself in you head as you type.

# Practice at Home

- The lessons and work in MTMM is meant to be done at school.
- But some may need extra practice at home to improve technique and speed.
- This is a good site for you to you
- <http://www.davis.k12.ut.us/cjh/appliedtech/Business/keyboarding/>

**As you learn.... Proper TECHNIQUE is more important than speed**