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Keyboarding Essentials • 3 CORRECT KEYING POSTURE After you have adjusted your workstation,

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you need to maintain the correct keying posture. Following are some guidelines for keying correctly:

- Center your body on the J key, about a hand's length from the keyboard and directly in front of the monitor.

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keys, with your in- dex ~ nger on 4, your middle ~ nger on 5(the home key), your ring ~ nger on 6, and your pinkie on. Double-space after each line, using your pinkie on the. E n t e r key to return: 1 4,5,6 and + 2 0456++65400 3 6645+455650 4 400+566+450 5 5+566465++4. Learn the ten KeyLesson 25.

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