Introduction to 10-Finger Typing

10-finger typing, also known as **touch typing**, is the technique of typing using all ten fingers without needing to look at the keyboard. The goal is to develop muscle memory for typing each key with the appropriate finger, increasing speed and accuracy over time.

National How to Master 10-Finger Typing

1. Proper Hand Placement:

- Place your **left hand** on the home row (A S D F).
- Place your **right hand** on the home row (J K L ;).
- Fingers should rest lightly on the keys: Left pinky on A, left ring finger on S, etc.
- The **thumbs** should rest on the space bar.

2. Correct Finger Usage:

- Each finger is assigned specific keys.
- The left hand handles the left side of the keyboard, and the right hand handles the right.
- o For example:
 - Left index finger: F G T H
 - Right index finger: J K Y U

3. Don't Look at the Keyboard:

 The key to improving is muscle memory, so keep your eyes on the screen, not the keys.

4. Practice Regularly:

 Typing consistently and practicing proper technique will make you faster and more accurate.

5. Use All Fingers Efficiently:

• Try not to use the same finger for multiple keys, and **minimize** hand movement.

Benefits of 10-Finger Typing

- Faster Typing Speed: More efficient and consistent.
- **Increased Accuracy:** Less need to look at the keyboard.
- Better Posture: Keeps hands in a relaxed position.

Websites to Practice 10-Finger Typing

- 1. TypingClub
- 2. <u>Keybr</u>
- 3. <u>typeo</u>
- 4. <u>utype</u>