

PENANG SANGAM HIGH SCHOOL

YEAR 13

OFFICE TECHNOLOGY

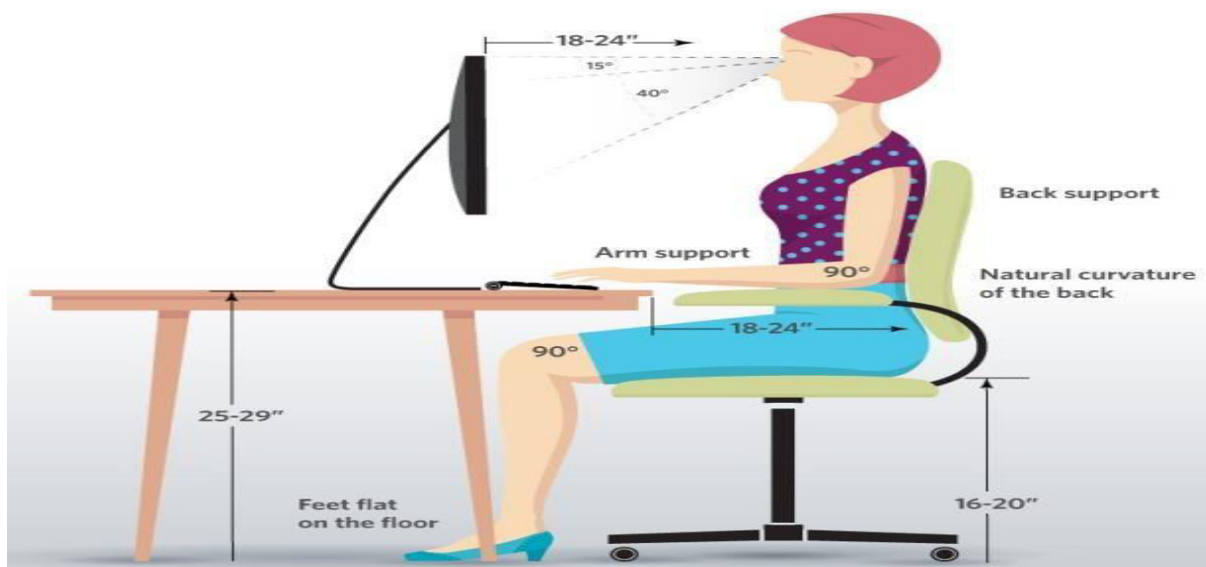
WORKSHEET 10

LESSON NOTES AND ACTIVITY

STRAND	OT 13.2 Computer Concepts and Skills
SUB-STRAND	OT 13.2.3 Document Processing
LEARNING OUTCOME	<ul style="list-style-type: none">• Define ergonomics.• Explain the rules that can be followed to increase speed and accuracy.

ERGONOMICS

Proper sitting posture for typing



Ergonomics is the science concerned with designing safe and comfortable machines for humans.

Following these rules will increase your speed and accuracy at the computer.

1. Proper Height of Your Keyboard

If it is too high, you will have trouble reaching some of the keys. If it is too low, your shoulders and arms will become tired.

2. **Proper Distance from the Keyboard.** (Known as hand-span.) Hand-span tells you how far you should sit away from your keyboard. If you sit too far away, you will not be able to reach the keys above home row. If you sit too close, you will not be able to reach the keys below home row.
3. **Feet Flat on the Floor.** They help balance your body for keyboarding. Crossing your ankles or knees puts a strain on your spine.
4. **Sitting Up Straight.** By doing this, it helps you keep your spine straight and comfortable as well as provide balance.
5. **Proper Wrist Position.** Don't raise your palms so much that your wrists arch. Maintaining proper wrist position helps avoid fatigue in your hands. If you wrists rest on your keyboard, this will cause you to make typing mistakes.
6. **Elbows In.** Keeping your elbows close to your sides prevents your fingers from coming off home row. When your fingers come off home row, you then have trouble striking the other keys from home position.
7. **Eyes on Copy.** If you don't keep your eyes on what you are typing, you will lose time from speed you may also type the wrong line, skip words or even repeat a line.
8. **Fingers Anchored.** While typing, you need to keep your fingers anchored on the home row keys. When you reach for a key on the top or bottom row, you need to remember to bring your fingers back to the home row position.

ACTIVITY

1. Define the term **ergonomics**.

2. Discuss how ergonomic furniture can benefit the office worker?

3. Define ergonomic keyboard.

THE END ☺