

The Touch Method for Numeric Keypads

DOES TYPING A DOCUMENT take you a long time? To avoid that situation, you can learn how to correctly use the numeric keypad. The process may seem frustrating. With practice, however, it will become easier. The touch method involves only the right hand.



Objective:



Successfully perform the touch method for a numeric keypad.

Key Terms:



home row
math keys
typing technique

The Correct Technique for Using the Keypad

The correct **typing technique**—process of typing—for the numeric keypad involves the right hand only. Sit up straight. Your back should not be resting on the chair. Your feet should be flat on the ground, and your wrists should be lifted slightly off of the table so your muscles are not strained.

Your fingers should be curved and should rest on the home row keys. Tap

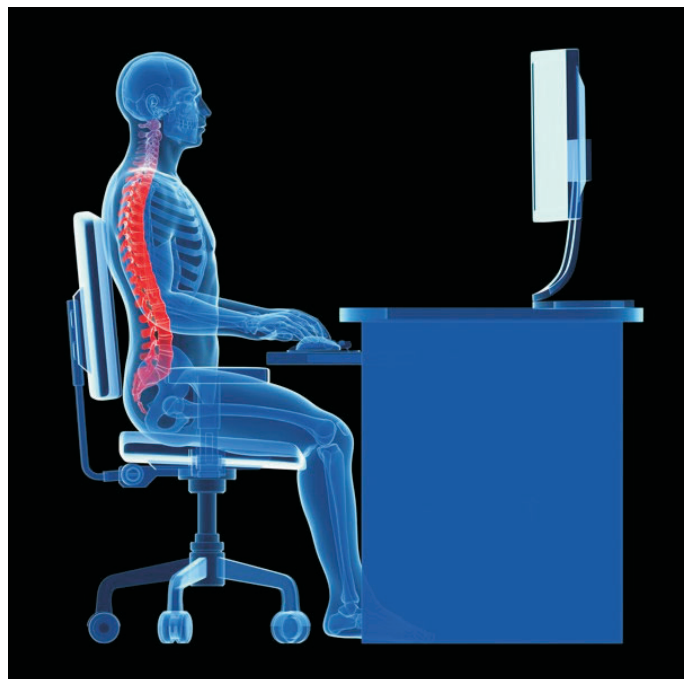


FIGURE 1. This illustration is an example of how you should position your body while typing.



FURTHER EXPLORATION...

ONLINE CONNECTION: Online Typing Tutorial

Practice is important when learning how to type correctly on the numeric keypad. An online typing tutorial can be used for extra practice. It provides various lessons for the alphabetic keyboard and numeric keypad. Go to the following link to try the online typing tutorial: <http://www.typingweb.com/>

the keys as if they are on fire. Keep your eyes on the screen or paper, not on the keypad. Your arms should be relaxed at your side. Adjust the height of your chair, if needed. Your arms should be slightly bent and not completely stretched to reach the keypad.

FINGER POSITION

The numeric keypad has a **home row**, which is the area in the middle of the keypad that includes the 4, 5, and 6 number keys. The 5 key has a raised bump on it. This indicates it is the placement for the right middle finger.

SPECIFIC KEY INSTRUCTION

While typing, your right middle finger should not leave the 5 key. This is the same technique as the home row on the letter keys. Your fingers never leave the “f” and “j” keys. The **math keys** are the mathematical symbols on the numeric keypad.

Right Index Finger

The right index finger is used for the following keys: 0, 1, 4, and 7. Your right index finger should rest on the 4. It will stretch up to the 7 and down for the 1 and 0. The right middle finger is used for the following keys: period, 2, 5, 8, and the division slash.

Right Middle Finger

Your right middle finger should rest on the 5. It will stretch up to the 8 and down to the 2, period, and division slash.

Right Ring Finger

The right ring finger is used for the following keys: Enter, 3, 6, 9, addition, subtraction, and multiplication asterisk keys. Your right ring finger should rest on the 6. It will stretch up to the

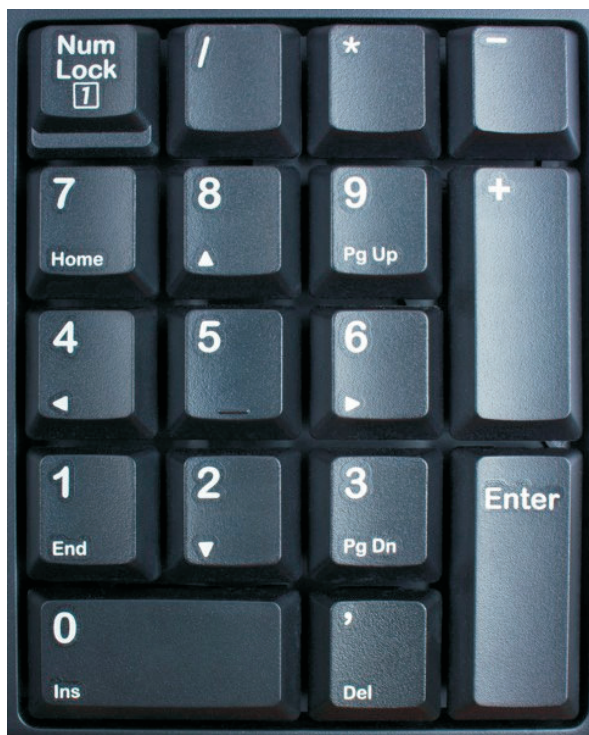


FIGURE 2. The home row is in the middle of the numeric keypad.

9, multiplication asterisk, and subtraction. Then you will stretch across to the addition key and down to the Enter key.

Summary:



Keyboarding is a skill used for nearly every job in the United States. Learning how to type correctly can be a big advantage when you are applying for jobs. Using the correct technique involves many concepts—sitting up straight, not bending your wrists, curving your fingers, keeping your eyes on the monitor, and more.

Finger positioning is also important to remember when using the numeric keypad. The right index finger is used for the following keys: 0, 1, 4, and 7. The right middle finger is used for the following keys: period, 2, 5, 8, and the division slash. The right ring finger is used for the following keys: Enter, 3, 6, 9, addition, subtraction, and multiplication asterisk keys.

Checking Your Knowledge:



1. What is technique?
2. What is considered the home row on the numeric keypad?
3. What three fingers are used when typing on the numeric keypad?
4. List five concepts to remember when using the correct technique.
5. How is typing on the numeric keypad similar to typing on the alphabetic keyboard?

Expanding Your Knowledge:



Visit a local business that has a secretary position. Ask that secretary how often he or she types. Center your other questions on the correct technique and finger positions. Share what you learned with the class.

Web Links:



Typing Technique

<http://www.typingtest.com/blog/does-typing-technique-really-matter/>

Type Faster

<http://www.hongkiat.com/blog/faster-keyboard-typing/>

Typing Test Speed

<http://www.typingtest.com/>