

Learning to Write: **Print** → *Cursive* → **Keyboard**

Five Steps to Access Nearpod Keyboarding Lessons

1. Go to your **LaunchPad** at sso.browardschools.com.

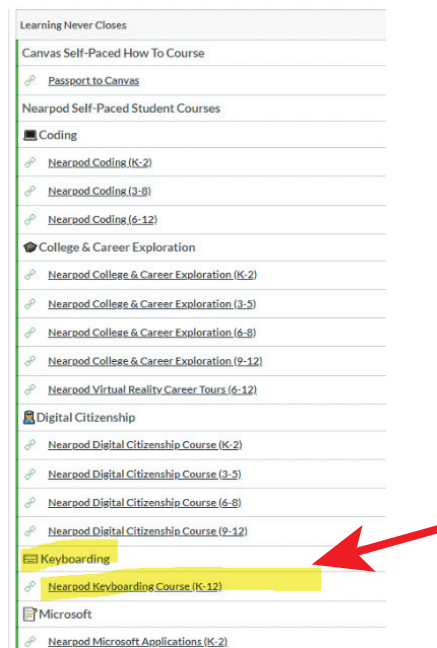
2. Click on the **Canvas** icon.



3. Go to **Resources** on the left blue navigation bar of any Canvas course and click on **Student Textbooks & Resources**.



4. Use the **Learning Never Closes** tab to access the Nearpod Keyboarding resource.



5. Start learning and, practice, practice, practice!



Energize Your Keyboarding Skills

As with any new skill you learn, it's the little things that can make a big difference. Follow the tips below to make your fingers do the talking when it comes to keyboarding.

- 1 Minimize typos**
Be sure that your fingers are always placed properly on the home row keys. Use the raised bumps located on the "F" and "J" keys to feel for proper finger positioning.
- 2 Know your problem keys**
Identify which keys are giving you difficulty. To correct the problem, practice the finger reach for these keys on a daily basis.
- 3 Practice**
This one's obvious. The more typing you do, the better you'll get. The secret is to practice typing every day until you become proficient. For practice, try typing a page from your favorite book or magazine.
- 4 Maintain good posture & technique**
While typing, sit upright in your chair with both of your feet flat on the floor. Wrists should not be resting on the desk while typing; instead, they should remain slightly raised.
- 5 Monitor your progress and set goals**
Set a new WPM (words per minute) goal each week. For example, if your average WPM is 20 after a week or two of practicing, try to achieve an average of 23 or 24 WPM the following week, increasing your WPM goal each week thereafter.
- 6 Think "light"**
One of the biggest problems with typing newbies is the tendency to want to push downward on the keys. The skill of touch-typing requires just that, a light touch. Think of your fingers as lightweight movable parts that glide around the keyboard.

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