



Shri. A V Dhammanagi Vision Foundation ®

KALPAVRUKSHA MODEL SCHOOL

SUBJECT : INFORMATION TECHNOLOGY (402)

TOPIC : Data Entry and Keyboarding Skills

CLASS : IX

PART 3

Online resources

VIDEO CODE : KMSSCIIX03

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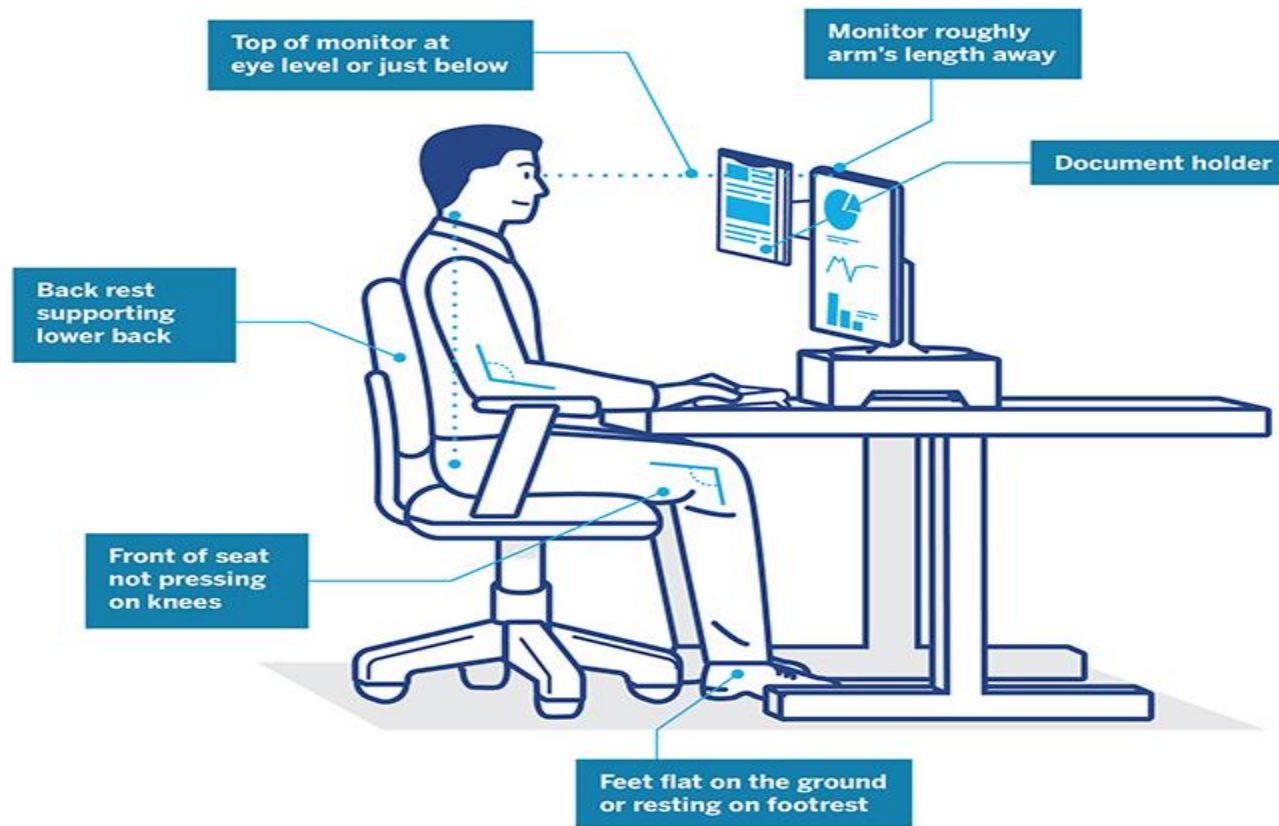
We will Learn



➤ Typing Ergonomics

- Sitting posture
- Position of hands
- Monitor placement
- Mouse and keyboard placement
- Chair and table placement
- Placement of matter to be typed

Typing Ergonomics



- Typing ergonomics provides the logistic support for efficient and effective typewriting.
- They are important to attain and maintain accuracy and speed.

Typing Ergonomics

- The main role of the typing ergonomics is to reduce the stress and strain in the joints and also helps to reduce the muscle strain related various types of problem.

Typing Ergonomics

- The aim is to increase the productivity and also efficiency by reducing the discomfort of the user. It basically manage the angle and height by properly monitoring the computer system desk.

Why Typing Ergonomics are Important?

There are many health hazards and you might not be aware of. One of these is repetitive typing, particularly when your posture and typing ergonomics are wrong. This can cause repetitive strain injury, which occurs when the prolonged performance of repetitive actions leads to pain or impairment of function in the tendons and muscles. Typing ergonomics can help to prevent injury and pain caused by repetitive typing.

Typing Ergonomics

1) Sitting posture:

- Your feet should be flat on the floor. If your feet do not reach the floor, or this is not possible, you should get a foot rest. You should also keep your back straight while sitting at the desk with your back fully touching the chair. Try not to lean forward while you are working, as this can cause neck and back injury.

Typing Ergonomics

1) Sitting posture:



CORRECT AND INCORRECT SITTING POSITION

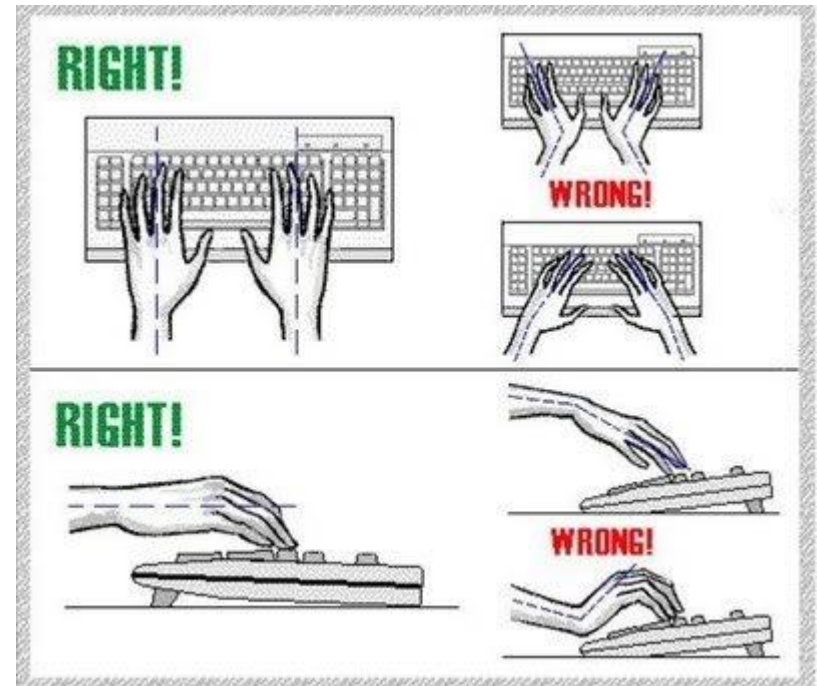
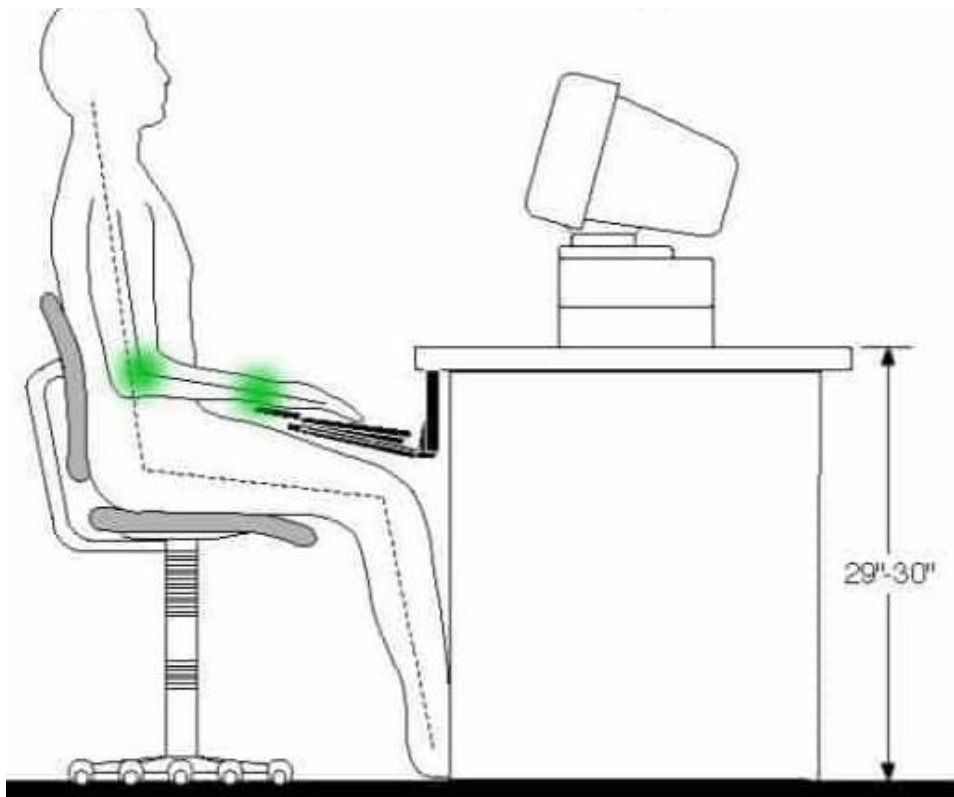
Typing Ergonomics

2) Position of hands:

- Put your forearms at level with the keyboard and palms down. Keep your wrists straight. Elbows should be in an open angle (90 – 110 degrees).

Typing Ergonomics

2) Position of hands:



Typing Ergonomics

3) Monitor placement:

- It is possible to strain your eyes by putting your face too close to a screen. Additionally, neck injuries can occur if the monitor is placed in an awkward angle or too far from your eye level. Your eyes should be level with the top of your computer monitor.

Typing Ergonomics

3) Monitor placement:



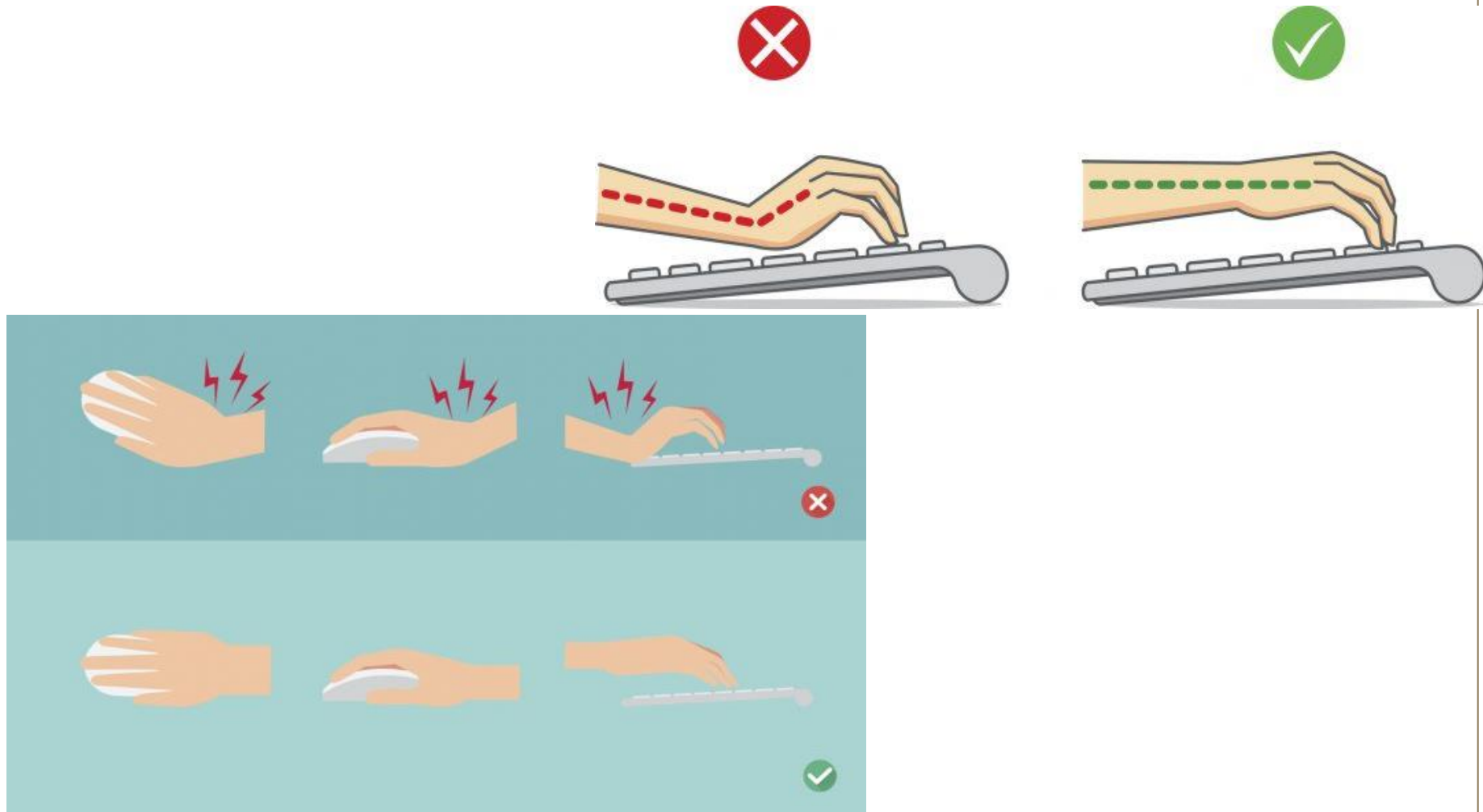
Typing Ergonomics

4) Mouse and keyboard placement:

- **Mouse:** The mouse should be positioned so it keeps your arms at or below a 90-degree angle. Your hand should not be straining, nor should it feel uncomfortable during use.
- **Keyboard:** A keyboard should be placed just below elbow level. Your keyboard should be flat on the desk, or gently sloping away from you. Your elbows should be in an open angle, at 90-110 degrees

Typing Ergonomics

4) Mouse and keyboard placement:



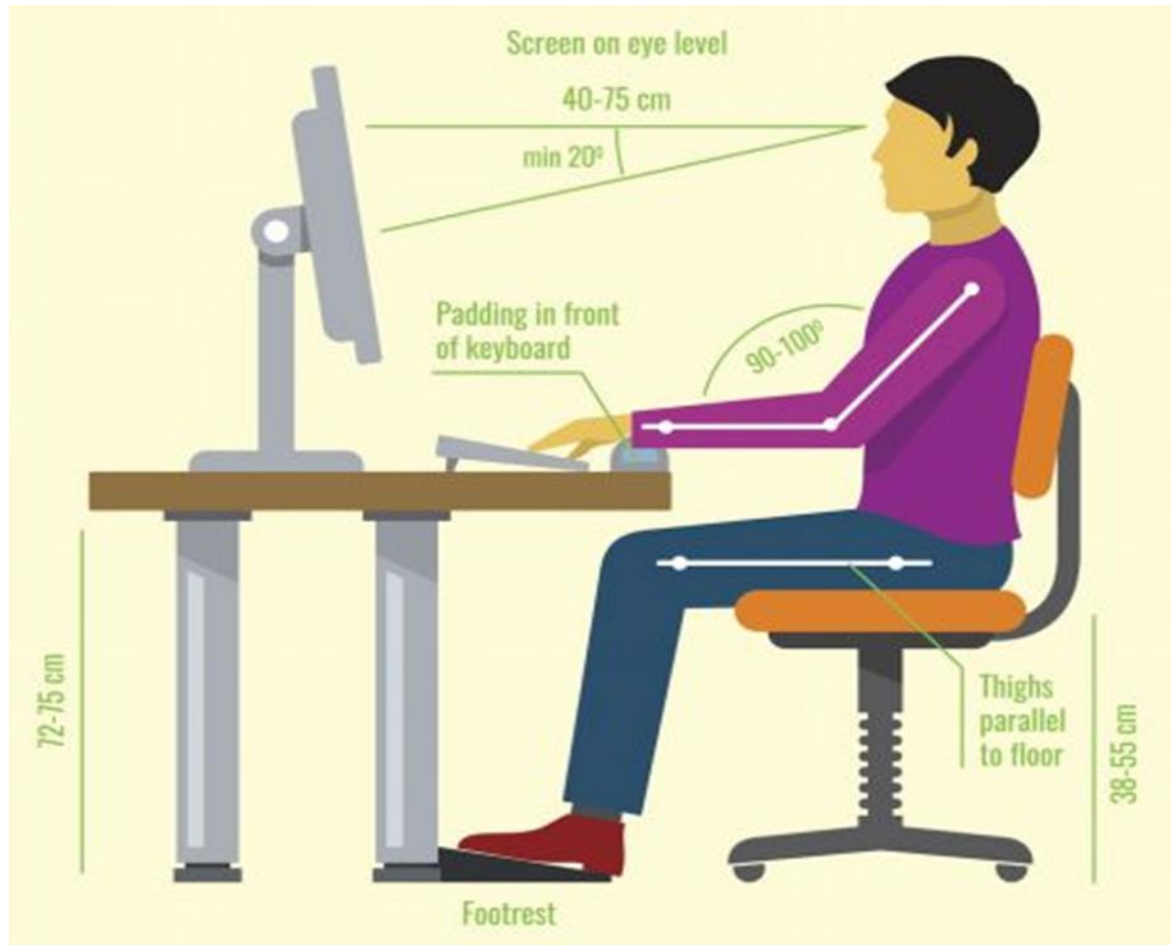
Typing Ergonomics

5) Chair and table placement

- Adjust computer chair and table to an optimal height.
- The chair of the computer user must be supportive to his/her lower back.
- Keyboard and vibrating devices, such as printers, should be on separate tables.
- The computer table should also have sufficient space for your leg.

Typing Ergonomics

5) Chair and table placement



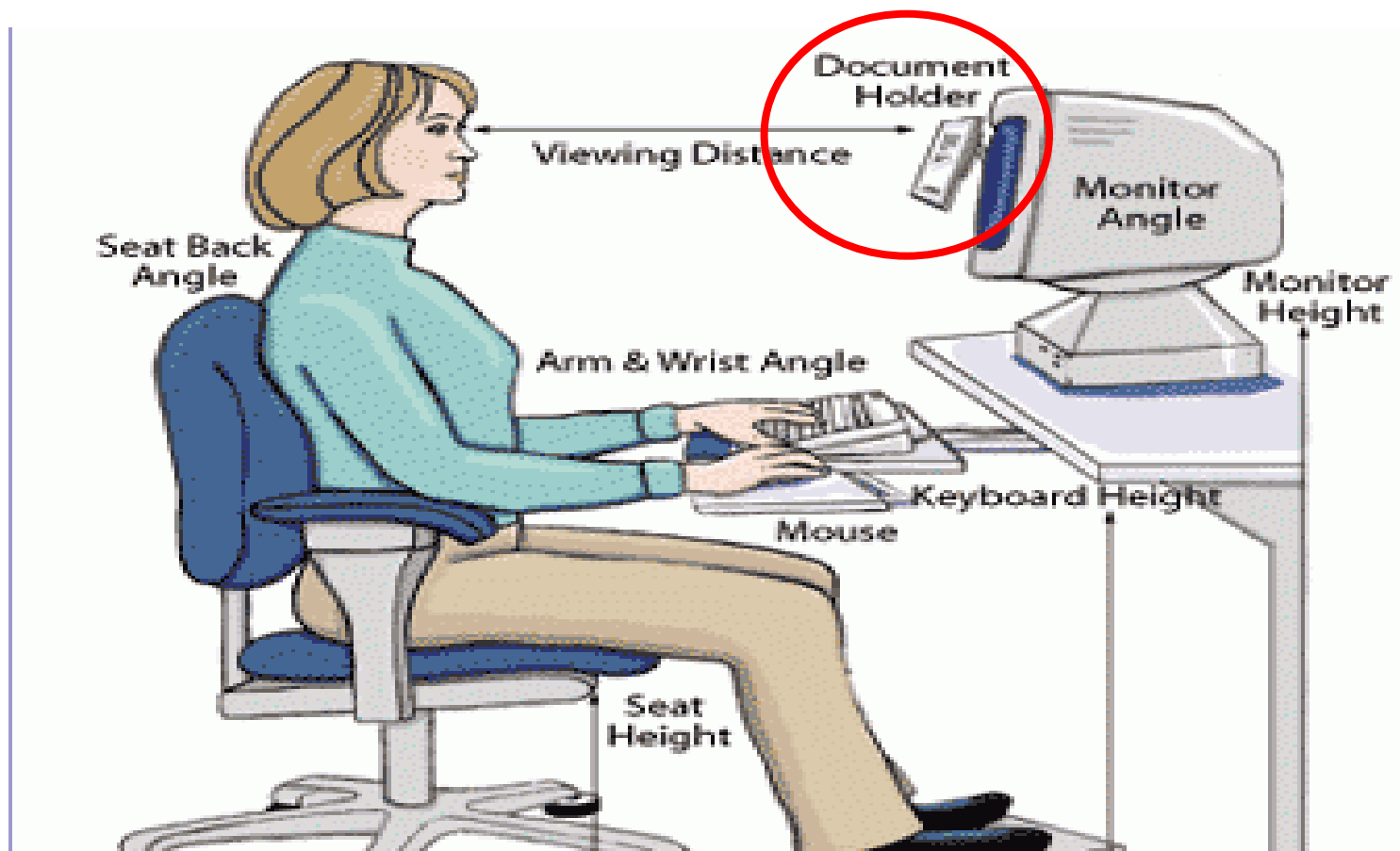
Typing Ergonomics

6) Placement of matter to be typed:

- Place the matter for typing to the left or right side of the keyboard preferably on a Copy Holder which has a sloping surface.

Typing Ergonomics

6) Placement of matter to be typed:





Thank
you!!!

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