

Technique Check Sheet Computer Applications

Name _____

Total Points 17 16 15 14 13 12 11 10 9 8 7 6 5 4 3 2 1

Body Position

3 2 1 0 Back straight; sitting up straight; feet on the floor; good posture

Hand and Finger Position

5 4 3 2 1 0 Wrists, palms, and forearms off the keyboard/countertop

Keying/Finger Technique

5 4 3 2 1 0 Using correct fingers (includes space bar, enter, and shift keys)

Work Effort

4 3 2 1 0 Uses time wisely. Works the entire hour on given tasks, does not disrupt the class or others, gets to work quickly, does not need to be told to get to work, makes attempts to improve on technique where needed.