



VIDYA BHAWAN BALIKA VIDYAPITH, LAKHISARAI

INFORMATION TECHNOLOGY FOR CLASS 9

STUDY MATERIAL BASED ON N.C.E.R.T

RAUSHAN DEEP DATE:-13.07.20XX (MONDAY)

DATA ENTRY AND KEYBOARD SKILLS

SITTING POSTURE ON CHAIR REGARDING USE ON A COMPUTER

When you operate the computer keyboard, sit straight, slightly bending your neck forward. Check your comfort and sitting position of body. Touch the lower portion of your back to the lower portion of the back rest of the chair. Touch both the feet to the floor

Position of hands: - You get your forearms level with the keyboard and palms down. Keep your wrists straight and hang your elbows naturally. Don't touch the elbow to the body nor be too far away from the body

Monitor placement: - Do not bend your neck when working on the monitor and keep the upper border of screen at eye level. The distance of screen from the user depends on the size of the screen. Keep an approximate distance of about 60-65 cms for 17 inches screen.

Mouse and keyboard placement: - Keep the keyboard and mouse together at an approximate distance of 20cms, which will help in smooth and effortless operation of keyboard. Same height of keyboard, mouse and elbows helps the users to work comfortably.

Chair and table placement:- When you adjusted the 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 legs.

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.

RAUSHAN DEEP

PGT (IT)
13.07.20XX