

Timed Typing Scale:

5th Grade	6th Grade	7th Grade	8th Grade
20+...100%	24+...100%	26+...100%	30+...100%
18-19...98%	22-23...98%	24-25...98%	28-29...98%
18-16...95%	19 - 21...95%	22-23...95%	26-27...95%
15...92%	18...92%	21...92%	25...92%
14...91%	17...91%	20...91%	24...91%
13...88%	14-16...88%	16-19...88%	20-23...88%
12...84%	23-13...84%	14-15...84%	18-19...84%
10-11...82%	10-11...82%	12-13...82%	16-17...82%
7-9...79%	8-9...79%	10-11...79%	14-15...79%
6-8...75%	6-7...75%	8-9...75%	12-13...75%
4-5...70%	4-5...70%	6-7...70%	10-11...70%
0-3...60%	0-3...60%	0-5...60%	0-9...60%

Ergonomics

Using the correct posture at the keyboard can reduce eye strain and fatigue and will result in significantly better typing performance. Follow these guidelines:

1. Line up top of monitor with top of head.
2. Position screen at arm's length.
3. Relax shoulders.
4. Bend elbows 90°.
5. Keep wrists straight.
6. Line up hips, shoulders, and ears vertically.
7. Place hips far back in chair, bent at 90°.

OK

