



TOUCH TYPING and ERGONOMICS

RESEARCH ASSIGNMENT!

Objective: Create a PowerPoint teaching others about the benefits of touch typing.

Task to do: Search the internet to find information about the following topics.

RESEARCH--Create a slide for each topic.

- a. What is touch typing?
 - b. What are the benefits of learning touch typing?
 - c. What are 8 benefits of touch-typing skills?
 - d. How can touch typing help you in the workplace?
 - e. How can touch typing help you in school/college?
 - f. What is ergonomics? Include pictures.
 - g. Why is ergonomics important? Include pictures.
 - h. Create a slide with pictures of equipment that helps with ergonomics. Include keyboards, chairs, desks, monitors, etc. that help us be comfortable at the computer.
 - i. Create a slide citing your sources. (Google is not a source, Google is a search engine).
2. Formatting the PowerPoint for Presenting
 - a. Use only 5 lines of text on each slide. Include lots of pictures (you may take pictures for your PowerPoints.)
 - b. Use a nice color that your audience will like.
 - c. Optional: Use sound and video on the slides.
 3. Upload to Google Classroom.
 4. Due: August 29, 2019
- Where do I turn in this work?
5. Google Classroom!!!
- When is this due???
6. Thursday, August 29 at midnight. Upload to Google classroom by midnight.