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**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.

* 1. What is touch typing?
	2. What are the benefits of learning touch typing?
	3. What are 8 benefits of touch-typing skills?
	4. How can touch typing help you in the workplace?
	5. How can touch typing help you in school/college?
	6. What is ergonomics? Include pictures.
	7. Why is ergonomics important? Include pictures.
	8. 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.
	9. Create a slide citing your sources. (Google is not a source, Google is a search engine).
1. Formatting the PowerPoint for Presenting
	1. Use only 5 lines of text on each slide. Include lots of images (you may take pictures for your PowerPoints.)
	2. Use a nice color that your audience will like.
	3. Optional: Use sound and video on the slides.
2. Upload to Google Classroom.
3. Due: September 19, Wednesday

Where do I turn in this work?

1. Google Classroom!!!

When is this due???

1. September 19, Wednesday. During class.