

# MouseKeyDo® SELF-ASSESSMENT QUIZ

(Alternate form)

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*Test yourself on what you've learned by selecting the best answer*

*(Answers will follow on a separate page)*

## **I. Creating a body-friendly work place**

**1. When working at your computer:**

- a. Adjust your workstation to fit your body.
- b. Learn how to use your equipment.
- c. None of the above.
- d. Both of the above.

**2. When you are sitting correctly in your chair, with your back straight and your arms hanging relaxed from your shoulders, your fingertips on the keyboard should be:**

- a. Six inches below elbow height.
- b. Slightly above elbow height.
- c. Six inches above elbow height.
- d. Level with or slightly lower than elbow height.

**3. Your mouse should be at about the same height as your keyboard and close enough for your upper arm to hang relaxed from your shoulder. You should not have to extend your entire arm from the shoulder to reach the mouse.**

- a. False.
- b. True.

**4. In general, you should not use wrist rests while you type.**

- a. False.
- b. True.

**5. When your monitor is placed correctly, it will be:**

- a. Directly in front of you, at eye level or slightly below.
- b. Directly in front of you and above eye level so you can look up and down to exercise your neck.
- c. Far to one side so you can get a good neck stretch while you work.
- d. None of the above.

## **II. Becoming aware of how you type**

**6. The best position for your wrists while typing is:**

- a. Wrist neutral or slightly extended, and if viewed from above, in a straight line with your arm and long finger.**
- a. On a wrist rest or the keyboard so they can rest.**
- b. “Sideways” wrists, angled toward the thumb or little finger.**
- c. Hyperextended to avoid hitting the keys.**

**7. To avoid tensing the thumb while typing:**

- a. Use the whole arm, hand and thumb to reach for the space bar.**
- b. Use the index or long finger instead of the thumb to hit the space bar.**
- c. Avoid hyperextending the wrist.**
- d. All of the above.**

**8. To avoid “sideways” wrists when using the little finger to reach for the side keys like the enter, shift and backspace keys:**

- a. Avoid using the little finger altogether.**
- b. Move side to side from the shoulder instead of your wrist.**
- c. Avoid planting your wrists on the wrist rest as you type.**
- d. All of the above.**

**9. To prevent excessive curling, straightening and “sideways” reaching of the fingers while you type, you should:**

- a. Avoid using home row.**
- b. Avoid planting your wrists on a wrist rest or a keyboard while you type.**
- c. Learn to move up and down from the elbow, forward and back from the shoulder and elbow, and side to side from the shoulder.**
- d. All of the above.**

**10. When using the mouse while the keyboard is in front of you, you should:**

- a. Reach for it from the shoulder so you do not waste time in getting back to the keyboard.**
- b. Try not to use the mouse for more than two hours per day.**
- c. Grip your mouse tight with your thumb and little finger, but lightly with your index finger.**
- d. Bring the mouse to you or move closer to the mouse so your upper arm can hang down instead of reaching for it.**

### **III. Becoming aware of how you sit**

**11. When you are typing intensely, you should:**

- a. Sit as still as possible.
- b. Take breaks every ten minutes.
- c. Adjust your posture continuously for comfort and balance.
- d. Recline backwards in your chair to conserve your energy.

**12. Techniques for sitting in comfort while you work include:**

- a. The tripod sit, where your weight is distributed among three points: Your seat and your feet.
- b. The pelvic rock and pelvic tilt, which are ways to adjust your sitting balance to relieve muscle tension.
- c. The pelvic shift, which lets your lower body do the work by using your feet and seat to propel your body closer to your work.
- d. All of the above.

**13. To keep your neck and shoulders comfortable while you work at the computer, you should use this posture:**

- a. Neck straight, chin tucked in, and upper arms hanging down like the pendulum of a clock.
- b. Neck flexed far forward with arms reaching far forward.
- c. Neck straight, chin tucked in, and arms reaching far forward.
- d. Neck flexed far forward with arms hanging like the pendulum of a clock.

### **IV. Drops**

**14. In typing, the new home row is created by allowing your hands and fingers to:**

- a. Rest on the wrist rest.
- b. Land on the row of keys **a s d f j k l ;**.
- c. Type on a brand new keyboard.
- d. Fall to the keyboard in their natural relaxed state in which the fingertips form an arc.

**15. The drop involves:**

- a. Transferring the workload from the hands and fingers to the shoulders and elbows.
- b. Moving up and down at the elbow and big knuckles instead of the wrist and fingers.
- c. Moving forward and backward from the shoulder and elbow instead of the fingers and wrists.
- d. All of the above.

16. The drop is important because it teaches you to:

- a. Move side to side at the shoulder and to avoid “sideways” wrists.
- b. Use gravity and the weight of your arm to hit the keys.
- c. Move your arms, wrists, hands, and fingers from the elbow as a unit as you type.
- d. All of the above.

## V. Beats

17. The beat is:

- a. Using your fingers as drum sticks to hit the keys.
- b. Hitting the keyboard to get your frustrations out.
- c. A way to pick up speed and rhythm as you type.
- d. All of the above.

## VI. The Roll

18. The roll:

- a. Is a way to type multiple keys in succession with a single rotational movement of the arm, shoulder, and torso.
- b. Helps you type faster and more comfortably.
- c. May make you “chicken wing” your elbow until you learn to rotate your shoulder and torso with your arm as your fingers roll over the keys.
- d. All of the above.

19. Do not roll over the keys in this direction:

- a. Backward.
- b. Diagonally forward.
- c. Forward.
- d. Side to side.

## VII. Beyond the basics

20. When pressing the space bar with your thumb causes pain in your thumb or wrist, try the drop, beat or roll onto the space bar with your:

- a. Thumbs.
- b. Index finger.
- c. Middle (long) finger.
- d. Any of the above.

**21. To use the shift key without twisting your hand,**

- a. Type only in lowercase letters.
- b. Move your forearm like a windshield wiper to bring your entire hand to the side of the keyboard.
- c. Ask a friend to hit the shift key for you.
- d. None of the above.

**22. “Divide and conquer” means:**

- a. Hiring another person to type and do half of your workload.
- b. Alternating keyboard time with mouse time.
- c. Learning to use two hands to get the job done.
- d. None of the above.

## **VIII. Doing the MouseKeyDo™**

**23. What are the symbols in the MouseKeyDo™ notation used for?**

- a. They tell the typist when to use a drop, beat, or roll.
- b. They allow the typist to “choreograph” any word, sentence, or paragraph.
- c. They can be used for all keyboard functions.
- d. All of the above.

## **IX. Mousing Around**

**24. Avoid using these motions with the mouse:**

- a. Reaching from the shoulder and extending the arm.
- b. Pivoting from the wrist or using a wrist rest.
- c. Gripping the mouse.
- d. All of the above.

**25. When using the mouse, your elbows should be:**

- a. Held closely to your side.
- b. Held out away from your side.
- c. Hanging loosely and freely from your shoulder.
- d. Held behind your body.

**26. Which techniques can you use to control the mouse and to avoid tension in the arm?**

- a. Drop - dropping the whole arm and hand from the elbow onto the mouse, allowing the upper arm to hang freely from the shoulder.
- b. Drape - draping the palm and fingers over the mouse so the fingers can pivot on the mouse pad.
- c. Skate - moving your arm, hand, and mouse as one.
- d. All of the above.

## **X. Laptops**

**27. What problems can laptop computers cause?**

- a. It is hard to sit comfortably with the laptop in your lap.
- b. Laptops are heavy and difficult to carry.
- c. Laptops can get uncomfortably warm in your lap.
- d. All of the above.

**28. When using a laptop:**

- a. Maintain the same sitting posture, shoulder, elbow and hand positions as with a desktop keyboard.
- b. Drop, beat and roll at the keyboard.
- c. Drop and skate at the mouse button or touchpad.
- d. All of the above.

## **XI. Safe Computing**

**29. How far forward (flexing) can you bend your neck safely while typing?**

- a. 25-35 degrees forward.
- b. 15-25 degrees forward.
- c. 0-15 degrees forward.
- d. None of the above.

**30. When moving your upper arm from the shoulder, how far can you reach forward or to the side without causing shoulder and neck pain?**

- a. Forward reach 10-30 degrees, sideways reach 10-30 degrees.
- b. Forward reach 0-25 degrees, sideways reach 0-20 degrees.
- c. Forward reach 25-40 degrees, sideways reach 25-40 degrees.
- d. None of the above.

**Match the following:**

***Name of disorder    Area of discomfort associated with disorder***

- |  |   |
|--|---|
| <b>31. __ Cubital tunnel syndrome</b>  | <b>a. Neck and shoulder pain</b>  |
| <b>32. __ Carpal tunnel syndrome</b>   | <b>b. Pain at the base of the thumb and wrist</b>                                       |
| <b>33. __ De Quervain's tendinitis</b> | <b>c. Pain - sore outer elbow, top forearm, wrist</b>                                   |
| <b>34. __ Lateral epicondylitis</b>    | <b>d. Numbness in the ring and pinky</b>  |
| <b>35. __ Myofascial neck pain</b>     | <b>e. Numbness, tingling in the thumb, index, long and ring finger on the palm side</b> |

**ANSWERS TO SELF ASSESSMENT QUIZ: (alternate form)**

1.	d	20.	d
2.	d	21.	b
3.	b	22.	c
4.	b	23.	d
5.	a	24.	d
6.	a	25.	c
7.	d	26.	d
8.	d	27.	d
9.	d	28.	d
10.	d	29.	c
11.	c	30.	b
12.	d	31.	d
13.	a	32.	e
14.	d	33.	b
15.	d	34.	c
16.	d	35.	a
17.	c		
18.	d		
19.	a		