Computer Ergonomics Quiz

1. When you organize your workstation, you should think in terms of keeping frequently used items within easy reach.
   a. True b. False

2. Your feet should be flat on the floor or supported by a footrest.
   a. True b. False

3. For most people, a comfortable distance between their eyes and the computer monitor is 12 to 18 inches.
   a. True b. False

4. Documents you need to refer to when working on the computer should be placed just above eye level at half the distance between you and your monitor.
   a. True b. False

5. A 20/20/20 break means:
   a. Taking a 20-minute coffee break every 20 minutes.
   b. Focusing on something 20 feet away for 20 seconds.
   c. Making a 20-second phone call every 20 minutes.

6. To reduce glare, which can cause eyestrain, adjust the screen brightness on your computer to low and set the contrast to high.
   a. True b. False

7. When working on a computer, adjust your chair so that you can sit with your back comfortably straight and your head level.
   a. True b. False

8. You should always rest your wrists on a padded wrist pad when you are keying.
   a. True b. False

9. Everybody’s chairs should be set the same way.
   a. True b. False

10. When entering data, your forearms, wrists, and hand should be:
    a. Bent up
    b. Bent down
    c. Straight