

Keyboarding Basics - Teacher Notes

Directions:

Fill in the blanks.

1. Keyboarding

- Is the act of entering **data** into a computer through the use of a keyboard
- Is a valuable **skill** for anyone to learn
- Is commonly completed on a QWERTY keyboard

2. QWERTY Keyboard

- Is the most common type of keyboard
- Can be **identified** by looking at the top row of letters
- Places all alphabetical keys and numbers in the same **location** regardless of the computer



3. Font

- Is an assortment or set of type or characters all of one style and sometimes one **size**
- Can be thought of as a **typeface**

4. Font

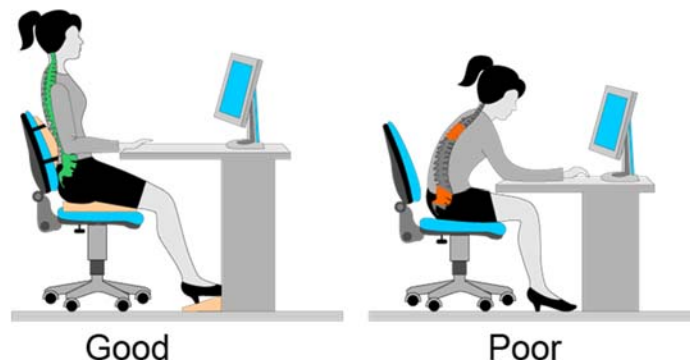
- Can be different types and styles:
 - **monospaced**
 - amount of space a letter takes up is the same for each letter
 - proportional
 - amount of space a letter takes up is proportional to its **width**
 - serif
 - sans serif

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5. Proper Keyboarding Position

- Can help **prevent** pain in the neck, shoulders and back as well as eye strain, fatigue, tendinitis and other pains and injuries **associated** with long-term computer use

Keys to Keyboarding: If you sit for long periods of time, you will force your muscles into fixed positions. Walk and stretch about three minutes every hour to reduce fatigue and stiffness.



6. Proper Keyboarding Position

- Involves:
 - sitting up tall and pushing your hips as far back as they can go in the chair
 - sitting close to the keyboard
 - adjusting the keyboard location so your **shoulders** can be open and slightly relaxed and your hands and wrists are straight
 - positioning the monitor so it is **centered** in front of you
 - positioning any source documents directly in front of you

7. The Home Row

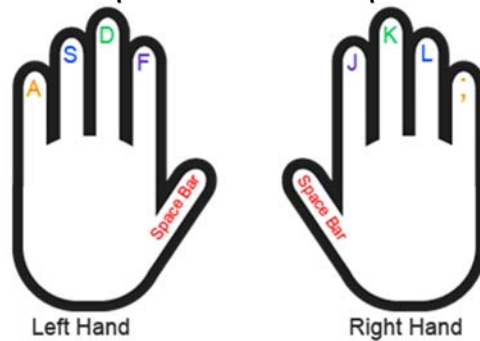
- Are the keys on which you **initially** place your fingers
- Is the location where your fingers will always return to while **typing**



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8. The Home Row

- Include the A, S, D, F, J, K, L and semicolon (;) keys
 - your left hand will cover the A, S, D and F keys
 - your right hand will cover the J, K, L and **semicolon** (;) keys
 - your **thumbs** will be placed on the space bar



9. The Home Row



Keys to Keyboarding: Place your fingers on the **home row**
Curve your fingers slightly and place them as **closely** to the keys as possible

10. The Enter Key

- Can be used by reaching your right **little finger** to the key and pressing it
- When pressed creates a “hard return” moving you to the next line



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11. The G and H Keys

- Can be reached by using your left and right **index** fingers



12. Top Row Keys

- Can be reached by extending your fingers up to reach the keys closest to them

Key to Keyboarding: Always place your fingers **back** on the home row after pressing other keys



13. Shift Keys

- Are located on both the left and right side of the keyboard
- Are used to **capitalize** letters or type the symbols or characters on the top of the keys on which more than one character is shown
- Should be pressed with the left or right little finger



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14. Shift Keys Example

- If you press either of the shift keys AND a letter it will be capitalized
- If you press either of the shift keys AND a key with more than one character shown, the other character will appear

Keys to Keyboarding: Use the Shift Key on the opposite hand from the key being pressed

for example: if you are wanting to capitalize the letter “k”, press the letter with your **right** hand and the left shift key

15. Caps Lock Key

- Is used when you want to capitalize a **series** of letters
- Is usually located above the left shift key
- Should be pressed with the left little finger to turn on and off the Caps Lock



16. Bottom Row Keys

- Can be reached by extending your fingers **down** to reach the keys closest to them
- Keys to Keyboarding: Always place your fingers back on the home row after pressing other keys



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17. Punctuation Marks

- Can be inserted by pressing the key or if you want to enter the mark appearing at the top of the key, press the shift and the punctuation key
- Keys to Keyboarding: Put one **space** after each punctuation mark.



18. Numbers & Symbols

- Can be inserted using the numbers on the **keyboard** or on the numeric pad



19. Numeric Keypad

- Is found on the **right** side of most keyboards
- Can be used to input numbers at a higher speed
- Typically includes the number lock key, mathematical functions keys and an enter key
- Requires Number Lock to be **on** in order to use the keys



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20. Numeric Keypad

- Requires Number Lock to be on in order to use the keys for data entry
- Has a **home** row which includes the 4, 5 and 6 keys



21. Numeric Keypad Finger Placement

- Uses only the **right** hand

