

LEARN IT Online

Lesson 2: Keyboard

Introduction:

Last week we learnt about the different mouse buttons and what they do. Spend some time now and see how many you can remember.

Today we're going to look at the keyboard, find out what some of the common keys do, and have a bit of practise with them.

Keyboard:

The mouse is one way that we can interact with the computer. The other way is with the keyboard. Everything that you can do with a mouse you can also do with the keyboard.

On page 3 is a picture of a keyboard. As you learn what each key does you can write a discription of it (in your own words) in the spaces provided

Activity:

- Open a new blank word document by double clicking on the 'MS Office Word' icon on the desktop.
- Using the keyboard type the sentence:
"My name is [your name] and I'm learning to use the keyboard"

Don't worry about getting it exactly right or correcting any mistakes. We'll fix them later.

- Press the Enter key. (look at the diagram on page 3 to help you find it)
- Press the Enter key a few more times and discuss as a group what it does. When you feel that you understand the enter key write a short discription in the box on page 3.



Tip: Ask your Learning Center Coordinator how to use the enter key to 'click' buttons

- Type the sentence again and this time use the shift key to make the first letter of every word a capital. (There are 2 shift keys – do they do anything different?). Discuss the shift key and write a description.
- Press the Caps Lock key once and type the sentence again. What does the Caps Lock key do?

Tip: On the Internet, typing in all capitals is considered SHOUTING. You shouldn't ever need to use the capslock key.

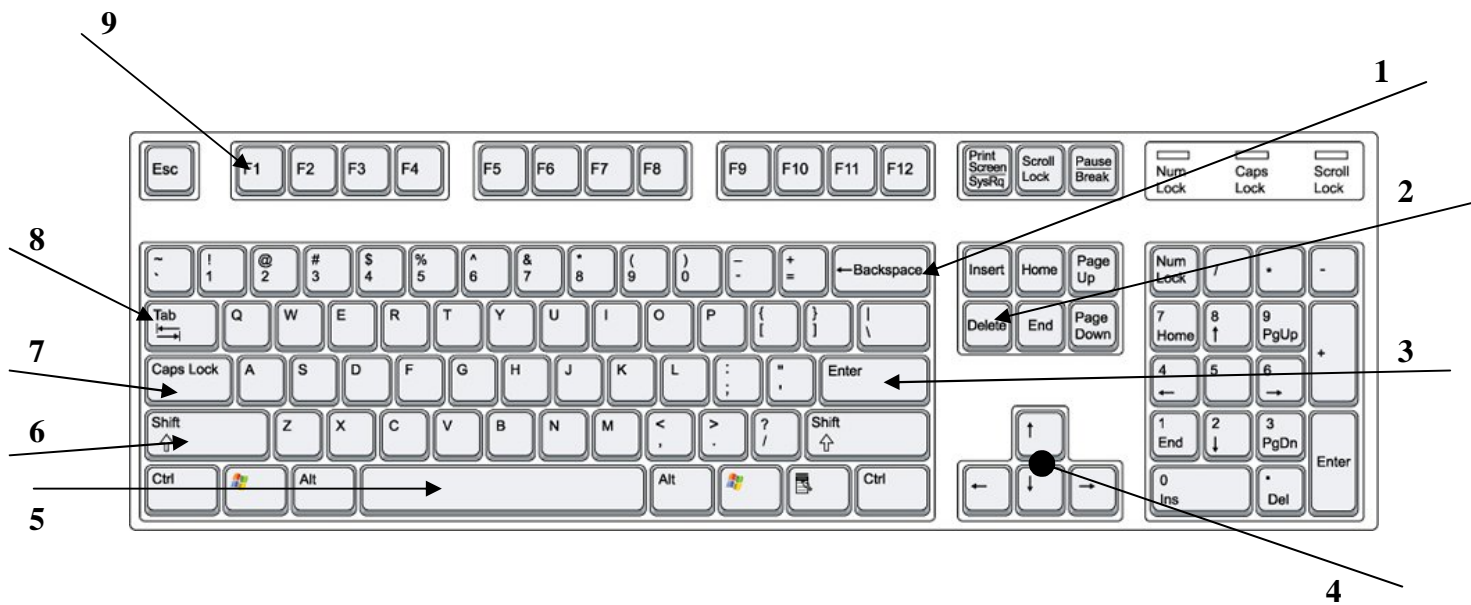
- Turn the Caps lock off and type the sentence again.
- Press backspace and watch what happens
- What's the difference between backspace and the back (left) arrow key?
- Use the arrow keys to go back a few letters and press delete.
- What's the difference between backspace and delete?
- Use the arrow keys, and backspace and delete to go back and fix any mistakes you made this time.
- Then use the up and down arrows to fix any mistakes in the other sentences
- Type the sentence again, and this time hit the 'Tab' key after every word.

Tip: Ask your Learning Center Coordinator how to use the Tab key to fill in forms and passwords.

- Press the 'F1' key. You should see a new sidebar on the right of the window.
- Click in the 'Search for:' box and type "Changing Font"
- Click on some of the answers to find out how to change the font

Advanced:

- Change the font on some of your writing...



___ Space Bar _____

___ Enter _____

___ Shift _____

___ Caps Lock _____

___ Arrow Keys _____

___ Backspace _____

___ Delete _____

___ Tab _____

___ F1 _____

Touch Typing:

You can speed your typing up by learning to touch type. Touch typing is when you can type without looking at the keys. There are a number of really good websites that you can go to that have tutorials that will help you learn touch typing, as well as fun games and exercises.

Homework:

- Practise using the keys we learned about today
- Have a look at some typing programs online. You can find some links on the Learning Centre webpage:
 - Go to: www.waitakerelibs.govt.nz
 - Click on 'Libraries'
 - Click on 'Library Services'
 - Click on 'Learning Centres'
 - Click on 'Lessons Library'
 - Click on '[Typing Practice](#)'.

or

- Practise your typing by writing a letter or typing out a book (use MS Word – there's a shortcut on the desktop).