

Learning Centres - Beginner's Computer Lesson 2:

Keyboard

Introduction:

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

Today you are 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 you 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 2 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.

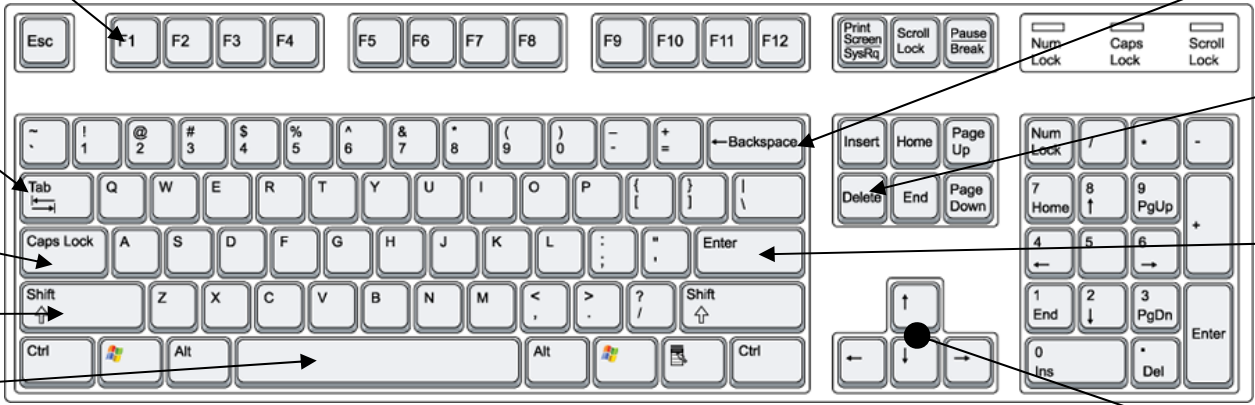
Activity:

- 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]”

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

- Type the sentence once for every key - each time you type the sentence we will experiment with a different key to see what it does.
- Once you have seen how each key works, you can number it and write a description on the list on page 2.



___ Space Bar _____

___ Enter _____

___ Shift _____

___ Caps Lock _____

___ Arrow Keys _____

___ Backspace _____

___ Delete _____

___ Tab _____

___ F1 _____

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

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

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

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 have tutorials and games and exercises that will help you learn touch typing.

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 'Library Services'
 - Click on 'Learning Centres'
 - Click on 'Lessons Library'
 - Scroll down the page using the scroll wheel on your mouse and 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).