

TITLE**Keyboarding**

WES Introduction to Computer Use (COU21)

Length

20 Hours

Essential Skill

Computer Use

Prerequisites

None

Course Description

Because the keyboard is the primary means of interacting with a computer system, skill in keyboarding and comfort using a keyboard are important assets in the contemporary workplace.

The objective of this course is to provide participants with the opportunity to become familiar with the operation of a keyboard and acquire the skills and knowledge involved in its efficient use.

Skill Statement

Identify the names and functions of the hardware associated with computer systems.

Implementing Environment**Skill Component 1: Acquire basics of working with browsers****Performance Criteria**

- 1.1 Demonstrate ability to launch a browser.
- 1.2 Explore use of a mouse or touchpad as well as a keyboard to navigate a browser.
- 1.3 Explore the “search engine” Google.
- 1.4 Understand URL (Uniform Resource Locator).
- 1.5 Access websites by entering their URLs.
- 1.6 Access information and websites by entering search terms using Google.
- 1.7 Explore features of browsers (bookmarks, etc.).

Skill Component 2: Review recommended postural techniques and positions for using a keyboard.**Performance Criteria**

- 2.1 Explore correct body posture.
- 2.2 Explore correct arm and hand position.
- 2.3 Explore efficient keystroking.

Skill Component 3: Acquire skill in effective keyboarding.

Performance Criteria

- 3.1 Explore keyboarding techniques, especially “touch typing.”
 - 3.2 Demonstrate ability to access online keyboarding tutors and lessons.
 - 3.3 Practice keyboarding.
 - 3.4 Use online tests and measures of keyboarding skill.
 - 3.5 Demonstrate effective keyboarding techniques.
 - 3.6 Input information.
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Course 5 Resources/Content:

- 1. [Backgrounder: Keyboarding](#) 5/5
- 2. [Keyboarding Tips](#) 5/11

Notes

*I think in terms of the day's
resolutions, not the year's.*
Henry Moore

Backgrounder

Keyboarding

*The great man is he who does
not lose his childlike heart.*

Mencius

As described in **Course 4: Computer Systems**, there are a number of different types of **input devices**. A **keyboard** is used for entering text and numbers. In addition, there are several types of pointing devices, including a **mouse** and **touchpad**, for selecting or moving objects or items. **Course 5: Keyboarding** focuses on using a keyboard, with additional tips and helpful information about using a mouse for computers that includes a mouse. A common alternative to a mouse is a touchpad, which you operate by touching it with your finger or fingers. The touchpad translates your touch into changes in whatever is on the screen of the computer monitor.

Effective use of a keyboard involves being familiar and comfortable with some important terminology as well as learning and developing certain skills and knowledge.

1. Terminology:

- a. **Browser.** A browser is a key link between a computer and everything on the Internet—connecting with locations on the Internet (websites) that contain pictures, music, movies, news, email, and so much more. Although browsers are software, and are part of **Course 6: Computer Software**, an understanding of what browsers are all about is essential to using a keyboard and acquiring keyboard skills and knowledge. Common browsers are Microsoft Internet Explorer, Firefox, Google Chrome and Safari. Check out the following websites for excellent information about browsers: www.whatbrowser.org/en/ and <http://websearch.about.com/od/whatistheinternet/a/browser.htm>.

*Think like a man of action, act
like a man of thought.*

Henri-Louis Bergson

- b. URL.** A URL is a Uniform (previously Universal) Resource Locator. It's usually pronounced by sounding out each letter, though some people pronounce it like "Earl." It's a website's Internet address—what is typed into the address bar of a browser to go to a particular website.
- c. Operating System.** As described in **Course 4: Computer Systems**, an operating system makes it possible for hardware like a keyboard or mouse and specialized software like a browser to work together. Common Operating systems are Microsoft Windows and Apple OS X.
- d. Search engine.** A search engine is software that does what the name says—it searches all of the information on the Internet to find websites that give you information related to what you're looking for, your **search term**. The search term could be a word, a phrase, or a question. The main, but not the only search engine is **Google**. The huge advantage of a great search engine like Google is that it scans the **world's** resources and libraries for information about just about everything.
- e. Word processing program.** A word processing program is a standard type of computer software. With a word processing program, you can write something using the keyboard, store it on your computer, change what you've written in many different ways using the keyboard, mouse or keypad, and print what's stored if the computer is connected to a printer. A commonly used word processing program is **Microsoft Word**. Word processing programs, as well as other software programs, are covered in **Course 6: Computer Software**.

Keyboarding

*In things pertaining to
enthusiasm, no man is sane
who does not know how to be
insane on proper occasions.*
Henry Ward Beecher

2. Keyboarding Skills and Knowledge:

- a. Technique tips.** Keyboarding involves the hands and fingers, of course, but also how you sit and how you hit the keys. All of these are important for comfort and speed of keyboarding especially if keyboarding is a basic part of a job. This website offers an excellent summary of physical tips:
<http://www.sasked.gov.sk.ca/docs/elemkey/technique.html>.

correct body posture:

- Spine straight, against back of chair, leaning slightly forward from the waist.
- Centred in front of keyboard (body directly in front of "J" key).
- Sitting a comfortable distance from keyboard (a handspan is suggested).
- Feet on the floor (if possible), slightly apart for body balance.

correct arm and hand position:

- Arms relaxed; elbows naturally close to body.
- Forearms nearly parallel with slope of keyboard.
- Fingers curved, tips of fingers resting lightly on keys.
- Hands close enough together to "lock" thumbs. Fingers upright, not leaning toward little fingers.
- Hands and wrists "quiet," almost motionless.
- Wrists low, but palms of hands not resting on the keyboard.

*I make the most of all that
comes and the least of all that
goes.*

Sara Teasdale

correct keystroking:

- Beginning and ending all keystrokes at home row position.
- Keying each key with the correct finger.
- Keying the space bar with the thumb of the right hand.
- Shifting with the appropriate "little" finger.
- When shifting, when depressing shift key, when striking key, when releasing shift.
- Using the "little" finger of the right hand for the enter or return key.
- Keeping eyes on copy (text, screen, board, etc.) rather than the keyboard, once a key has been learned.

b. "Touch typing".

Touch typing is a skilled form of keyboarding that uses a standard positioning of the hands and fingers for fast input and keyboarding.

c. Using Google:

After you open or start or "launch" a browser, you'll see a Google pane or empty panel. Type in a word, or a phrase, or a question in the panel and click on the tab titled "Google search" below the panel or hit "return" on your keyboard. By the way, don't worry if some of your spelling is incorrect. In almost all cases, Google will find a match with the correct spelling and ask you if that's what you meant to look for. Google will then present you with a list of websites related to what you entered in the panel. The websites may contain written information, images, sounds, music, and other types of information. Check the brief information that's provided with each website.

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If one looks interesting to you, click on its underlined name to get to the website. Note that you don't have to enter the URL to get to the website. Google takes care of that by automatically entering the website's URL when you click on the name. Get some experience and practice using Google by entering these sample words and questions:

- Glooscap *or* Who is Glooscap?
- What is a verb?
- How do you skin a moose?
- Equinox
- Solstice
- Who are Mi'kmaq? *or* Mi'kmaq
- Who are Maliseet? *or* Maliseet?
- What is a diameter?

3. Useful URLs

- a. Enter keyboarding skills as the search term in a browser.
- b. A browser is a key link between your computer and everything on the Internet—websites with pictures, music, movies, news, email, and so much more.

Check out www.whatbrowser.org/en/ and

<http://websearch.about.com/od/whatistheinternet/a/browser.htm> for excellent information about browsers.

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- c. Three websites are a terrific place to learn or improve keyboarding (and more) skills, including correct position of hands:
<http://www.typingweb.com> and
<http://www.learnkeyboardtyping.com> and
<http://www.ctdlc.org/remediation/type.html>
- d. For exercises and keyboarding practice, check out
<http://www.davis.k12.ut.us/cjh/appliedtech/business/keyboarding>
- e. For typing lessons, tests and games, go to
<http://www.freetypinggame.net>
- f. For an excellent interactive website that describes the function of all the keys on the keyboard, go to
<http://www.ckls.org/~crippel/computerlab/tutorials/keyboard/page1.html>
- g. “Basic Online Skills” is an excellent Internet resource for information, tips, and advice covering four categories of skills: computer skills, email skills, word processing skills and web skills: <http://www.ctdlc.org/remediation/index.html>
- h. For keyboarding and typing tips, go to
<http://www.ctdlc.org/remediation/type.html>
- i. Your Mouse Can Be a Very Versatile Helper is a website that describes effective use of a mouse:
<http://www.ctdlc.org/remediation/mouse.html>



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Computer Use Tip Sheet

This tool provides practical keyboard shortcuts and tips to help you improve your **computer use skills**.

Keyboard Shortcuts

Keyboard shortcuts can be used to complete tasks on your computer more quickly. Here are some common keyboard shortcuts you can use to save time.

Keyboard Shortcuts	
Ctrl + C	Copy the selected item.
Ctrl + X	Cut the selected item.
Ctrl + V	Paste the selected item.
Ctrl + Z	Undo the last action performed.
Ctrl + F	Display the Find dialog box.
Ctrl + P	Display the Print dialog box.
Ctrl + N	Open a New window or create a new file in the active program.
Ctrl + A	Select all the items in a file or window.
Ctrl + S	Save the current file.
Shift + any arrow key	Select more than one item in a window or on a desktop, or select text within a document.
Shift + Delete	Delete an item permanently.
Windows + M	Minimize all programs and windows.
Windows + E	Open Windows Explorer.
Windows + F or F3	Find files or folders.
Alt + Tab	Switch to another window or running program. Hold down the Alt key and press Tab until the window or program you want is active.
Alt + underlined letter in a menu name or dialog box	Display the corresponding menu or select the corresponding option in a dialog box.
Tab	Move to the next text box in a form.
Shift + Tab	Move to the previous text box in a form.
F1	Display the Help dialog box of an active program.
F5	Refresh the Internet browser and/or directory/folder.
F7	Check spelling in the active document.



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Computer Use Practice and Learning Exercises

Practice your **computer use** skills by completing the following exercises. Use the Computer Use Tip Sheet to help you as you work through the exercises. A learning plan template is also included to help guide your skills development.

General Practice Exercises

- 1 Open a word processing program and complete the tasks below.

Task	Example
1. Type your first name.	kate
2. Press the Spacebar and type your last name.	kate smith
3. Press Enter and type your job title on the next line.	kate smith sales associate
4. Use the left and up arrows to place the cursor after the first letter of your first name.	klate
5. Press Backspace to erase the first letter of your first name.	ate
6. Hold Shift and type the first letter of your first name.	Kate
7. Press Delete 3 times.	K
8. Press Caps Lock and type in the rest of your first name.	KATE
9. Highlight your name (click and drag your mouse; or double click on your name; or Ctrl + Shift + right or left arrow key).	KATE
10. Bold and underline your name.	<u>KATE</u>

- 2 Fill in the missing “Action” or “Keyboard Shortcut” in the table below.

Keyboard Shortcut	Action
1. Ctrl + C	
2.	Paste the selected item.
3. Ctrl + S	
4.	Cut the selected item.
5. Ctrl + A	
6.	Check spelling in the active document.
7. Alt + Tab	
8.	Move to the next text box in a form.
9. F1	

My Learning Plan

Complete this worksheet to help guide your skills development. Set a target date to reach your goals and use this date to track your progress.

My learning goal is to improve my **computer use** skills by: _____ (insert date).

Keyboard shortcuts, tips or practice exercises I can use to improve my **computer use** skills include:

Additional resources (e.g. books, courses, workshops, co-workers, supervisors, etc.) to help improve my **computer use** skills include:

Additional learning activities (e.g. job shadowing, new work responsibilities, volunteering in my community, etc.) to help improve my **computer use** skills include:

Examples that show I have improved my **computer use** skills include:

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