

5.

USING THE KEYBOARD.

5.1 WHAT IS A KEYBOARD?

The keyboard on a computer is like a typewriter. The largest group of keys represent the letters of the alphabet. Pressing them types a letter. Speed is not important. You can practice typing. Most people use two fingers. Others are expert typists.

There are several important keys, have a look at the keyboard on your computer:

@ Key:

On some keyboards the @ symbol is above the ' (apostrophe) symbol on the right hand side of the keyboard.

Shift Key:

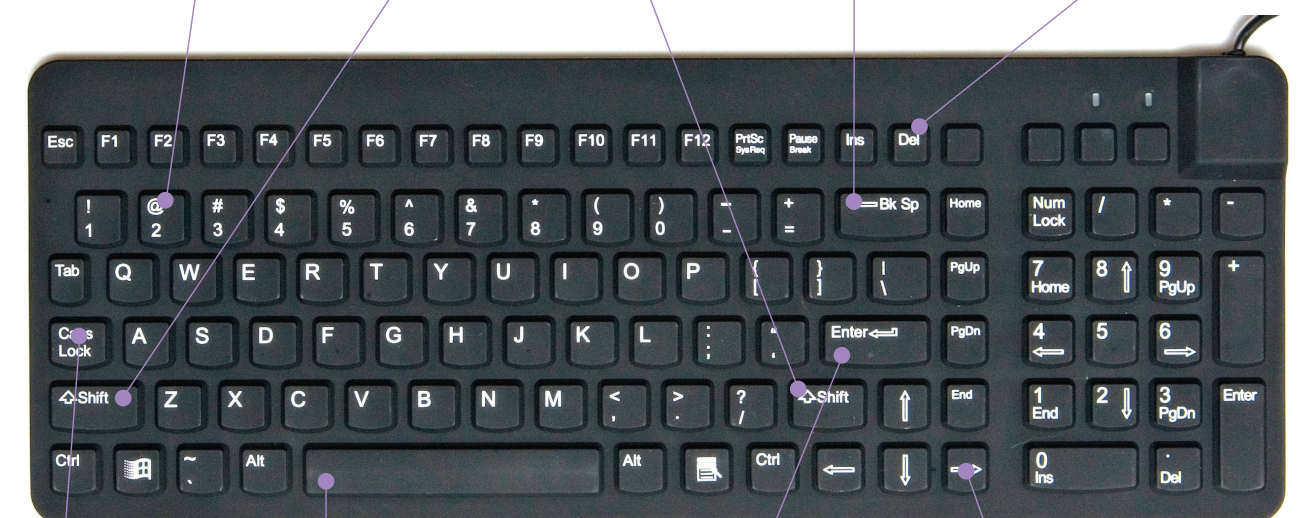
Allows you to write one capital letter.

Back Space:

Moves cursor to the LEFT and deletes letters as it goes.

DELETE KEY:

Deletes letters to the RIGHT of the cursor.



Caps Lock:

Allows you to write in capital letters.

Space Bar:

It creates a space between words.

Enter Key:

(the old carriage return key) moves to the next line and starts a new paragraph.

Arrow Keys:

You can move up and down the screen line by line or over and back letter by letter.

5.2 KEYBOARD EXERCISES

- This exercise is about typing your name. Follow the steps below.
- Don't worry about making mistakes. We can fix these at the end of the exercise.
- Click on the start button, move the mouse to All Programs>Accessories>Notepad.
- Click on Notepad to open the programme.

FOR EXAMPLE:

1. Type your name: johnsmith
2. Go to a new line *(Tip – press the ENTER key)*
3. Practice this a few times: johnsmith
johnsmith
4. Type your name and this time leave a space between your first name and surname.
(Tip – press the SPACE bar)
5. Practice this a few times: john smith
john smith
6. Type your name again, this time in capital letters: JOHN SMITH
Practice this a few times. *(Tip – press the CAPS LOCK key)*
7. Type your name again but make the first letter of each word a capital: John Smith

8. Now it's time to fix any mistakes.

Use the **Arrow keys** to move your cursor next to the text where you made the mistake.

Use the **BACK SPACE** key to delete any mistakes.

(Tip – The BACKSPACE key moves to the left and rubs out/deletes the typing).

So if you typed JOAXN SMITH and wanted to fix it, you would:

- Use the **Arrows** to move the cursor between the X and N
- Press the **BACKSPACE** key twice to delete the X and the A
- Type in H – You will now have the correct spelling JOHN SMITH

5.3 SURVIVAL SKILLS

WHERE ARE THE LETTERS?

Get to know where the letters on the keyboard are.

The important buttons: Do you know where they are and how to use them?

- Spacebar
- Enter button
- CAPS LOCK button
- Arrow buttons
- Backspace button
- Shift button