



# Presents:

# Keyboarding 101

By Angie Harris

Adapted from the Texas State Library's TEAL for All Texans Student Resources Manual

# Topics

- Getting to Know Your Keyboard
- Keyboarding Essentials

# Goals and Objectives

- Learn what keyboarding is and why it's a valuable skill
- Define and understand a keyboard interface
- Acquire the essentials to learning or improving your keyboarding skills

# Getting to Know your Keyboard



# What is keyboarding?

- It's the widely accepted standard on correct finger placement when typing with a set of 8 keys designated as the home row. Learning to keyboard ultimately allows you to type without looking at the keyboard, without making as many errors, and increase your typing speed.
- Keyboarding is a hard skill to learn and takes time to develop correctly. However, patience and practice are all you need to accomplish picking it up.

# Keyboarding vs. Typing

## Keyboarding

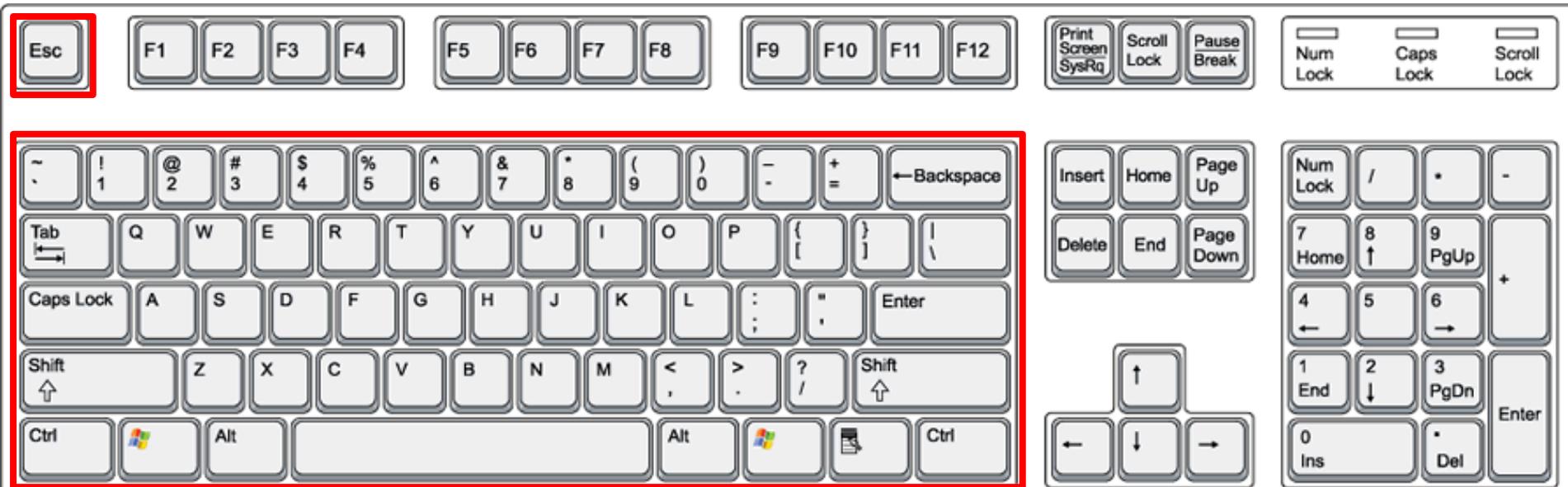
- Home Key Oriented
- For many, learning to keyboard can be awkward and somewhat difficult because we are not used to holding our hands in a static position on the home keys. However over time it improves your typing ability.

## Typing

- Muscle Memory Oriented
- Most people are familiar with typing. It's any use of the keyboard that is not home key oriented. Sometimes you can become a fast typist to the point where it's ok not to learn keyboarding but your typing ability typically stays static over time.

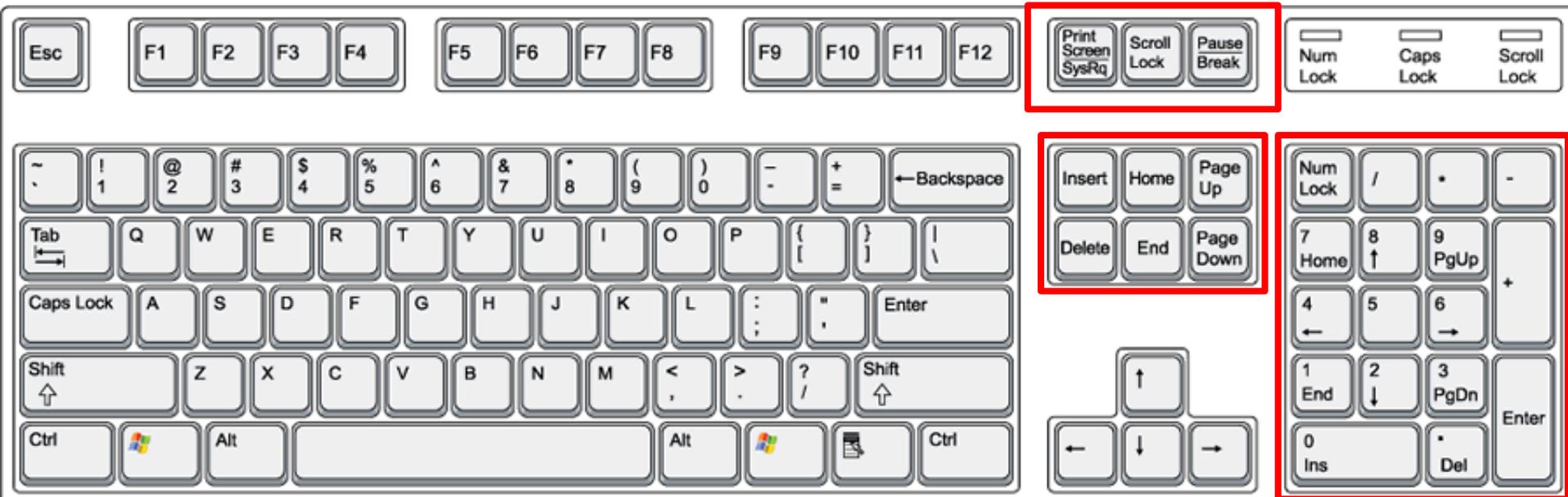
# Keyboard Keys 1

- ❑ **Esc Key (Escape)**– exit or cancel operations
- ❑ **Tab** – used to indent paragraphs or move from one text field to another
- ❑ **Caps Lock** – makes all letters capital until you turn it off
- ❑ **Shift** - allows you to capitalize letters when pressed down and allows you to access the secondary function of your computer keys
- ❑ **Ctrl (Control)** –a modifier key that performs a special operation when pressed in conjunction with another key or keys
- ❑ **Windows Key** – open and close your windows start menu
- ❑ **Alt (Alternate)** – a modifier key that performs a special operation when pressed in conjunction with another key or keys
- ❑ **Space Bar** – adds one blank space between objects
- ❑ **Right Click Key**– allows you to access contextual menu options based on where your mouse is on the screen
- ❑ **Enter** – starts a new line or begins a process
- ❑ **Backspace** – erases the object to the left of the cursor



# Keyboard Keys 2

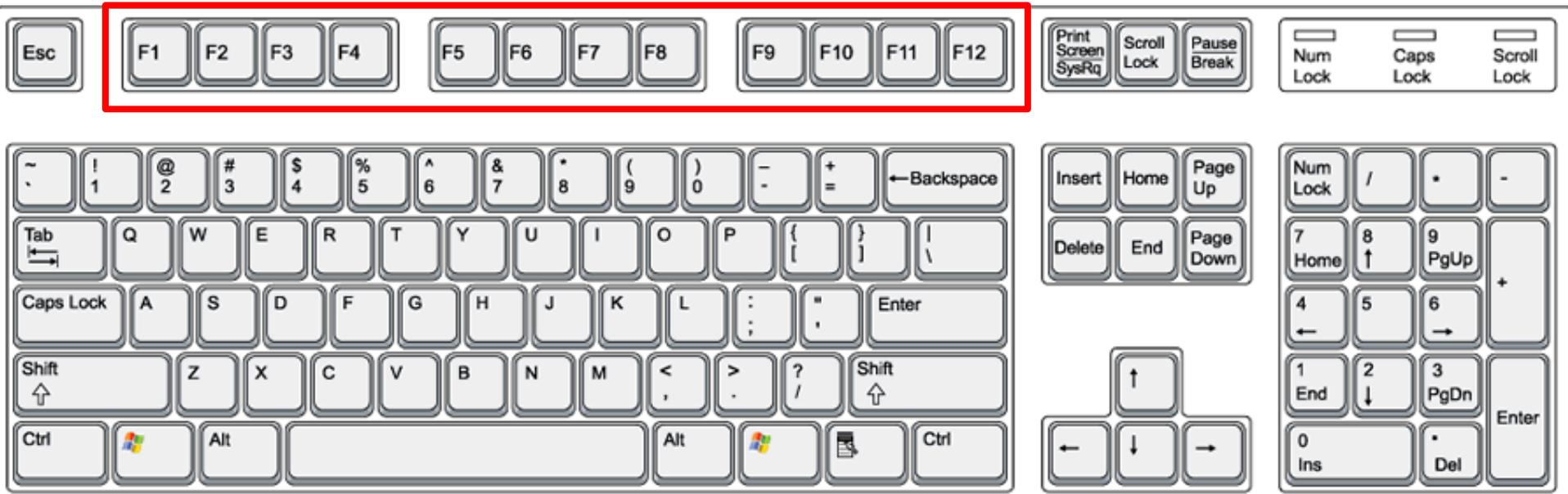
- ❑ **Insert** – allows you to replace a word with another by writing over it
- ❑ **Home** – moves your cursor to the front of your line of text
- ❑ **Page Up/Page Down** – scrolls the page up or down
- ❑ **Delete** – erases the object to the right of the cursor
- ❑ **End** – moves your cursor to the end of your line of text
- ❑ **Numeric Keypad** – a number pad typically found on the far right of a keyboard
- ❑ **Num Lock (Number lock)** – enables and disables the numeric keypad. Turn the Num Lock on to use the numbers on the keypad, turn it off to use the keys other functions
- ❑ **Print Screen/Sys Rq** – copies the current screen to the clipboard to paste or sends the current screen to the printer
- ❑ **Scroll Lock** – temporarily stops the scrolling of text. Use is mostly restricted to Microsoft Excel
- ❑ **Pause/Break** – allows a user to pause and un-pause an action such as a computer game or scrolling text



# Keyboard F Keys

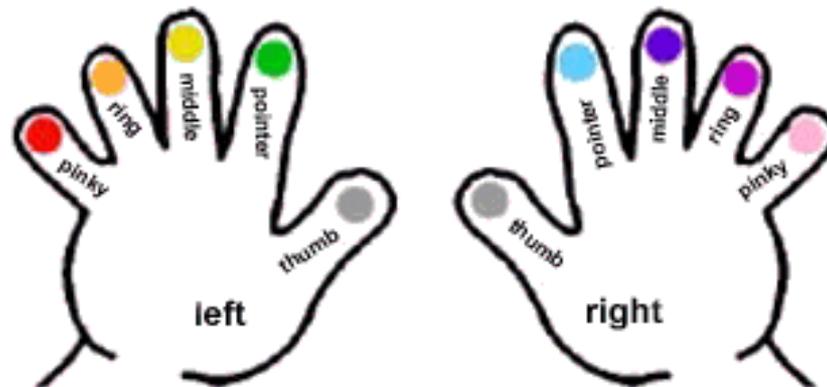
- ❑ **F Keys** are known as Function Keys and may have a variety of different uses or no use at all depending on the OS and the open program. They can be combined with modifier keys as well.
- F1** – almost always opens a help screen in a program
- F2** – allows you to rename a highlighted file, icon, or folder
- F3** – often opens up a search feature
- F4** – opens the address bar in Windows and Internet Explorer. Closes the currently active program when combined with the Alt key
- F5** – refreshes a website or webpage
- F6** – moves the cursor to the address bar in most web browsers

- F7** – opens up spell check in Microsoft Office programs
- F8** – enters the Windows startup menu when computer is booting up
- F9** – refreshes a document in Word and sends email in Outlook
- F10** – activates the menu bar in an open program. Can also operate as the right click when combined with the Shift key
- F11** – activates full screen mode in all web browsers
- F12** – opens the save as window in Microsoft Office programs

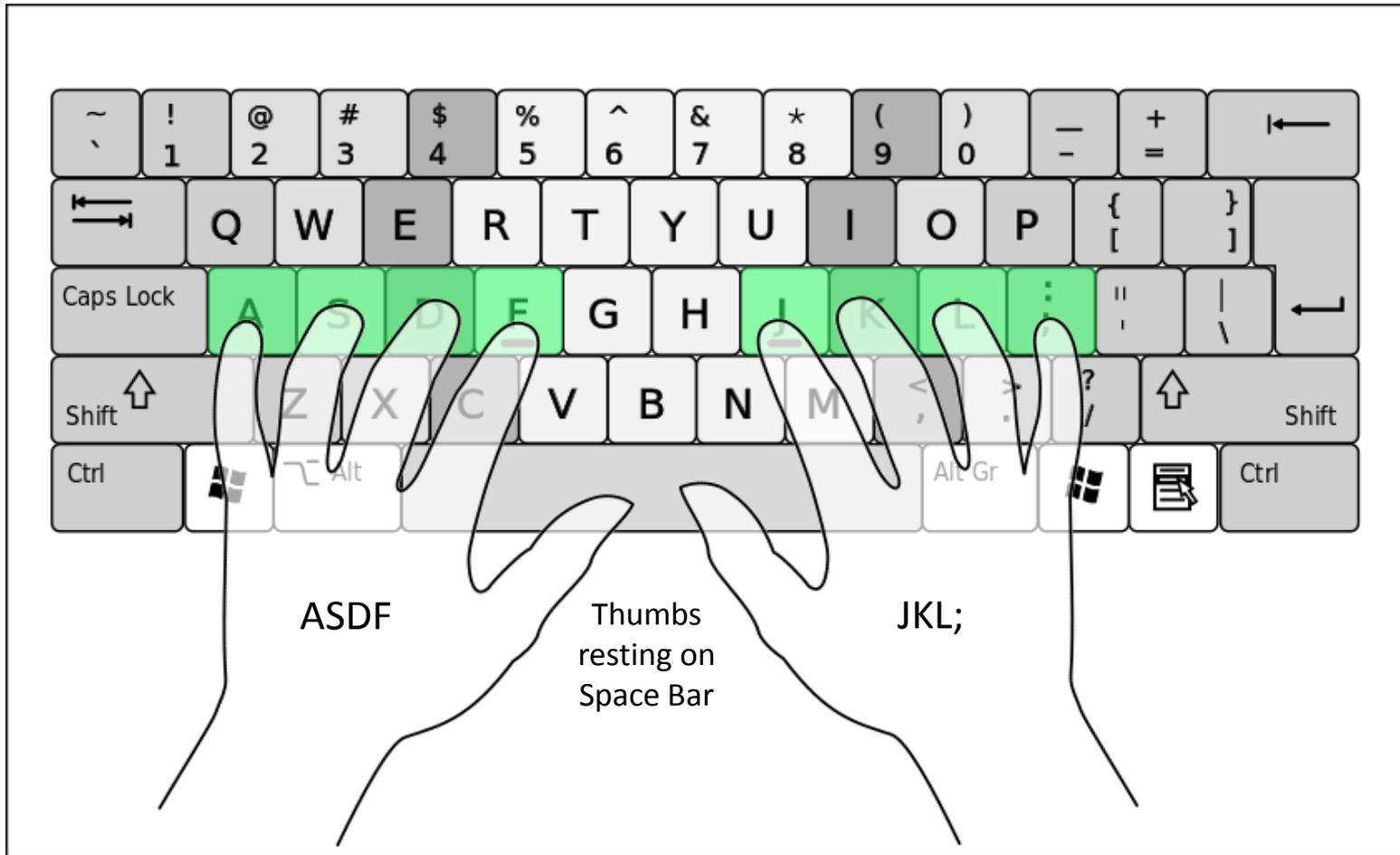


# Keyboarding Essentials

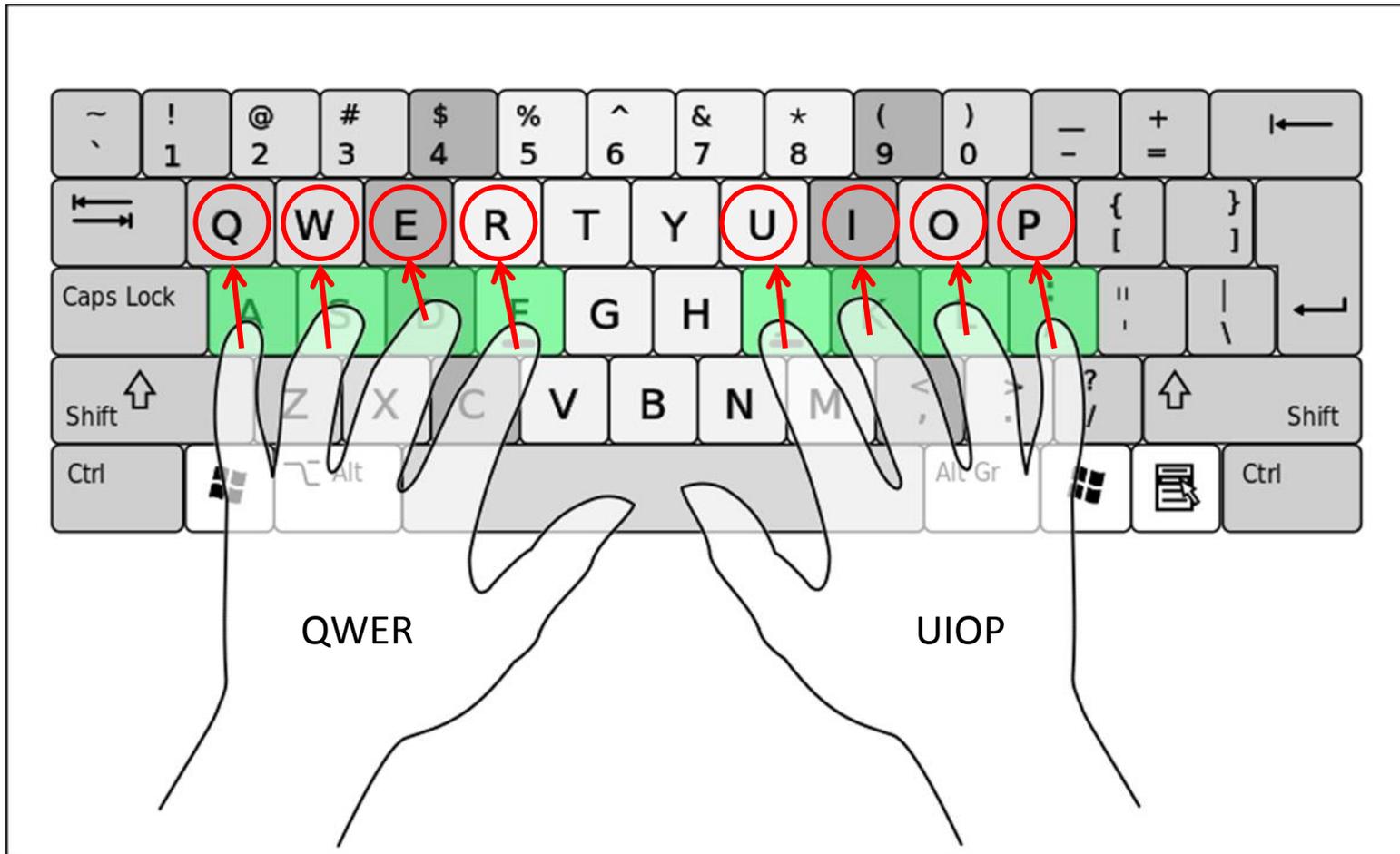
## Keyboard Practice



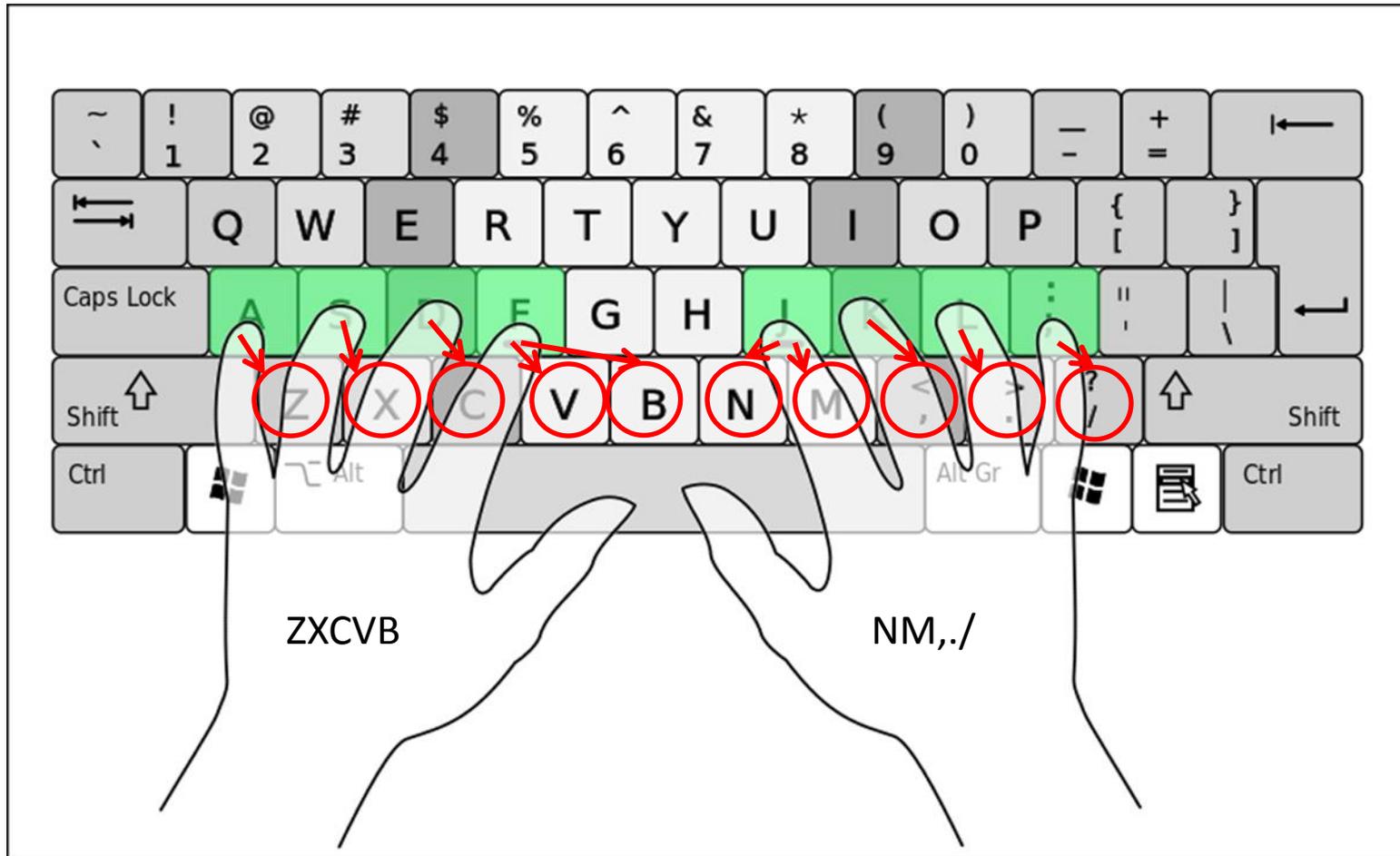
# The Home Keys



# The Top Row Keys



# The Bottom Row Keys



# Review

- What two attributes do you need to get good at keyboarding?
- What's the difference between keyboarding and typing?
- Which two keys are modifier keys?
- What does F1 almost always do?
- What letters do the Home keys consist of?

# Online Instruction

- [www.typingweb.com/tutor](http://www.typingweb.com/tutor)
- Create a free account
- Take typing test
- Complete the Beginner Course