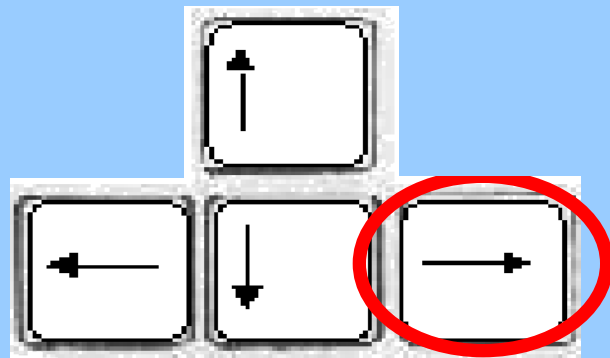


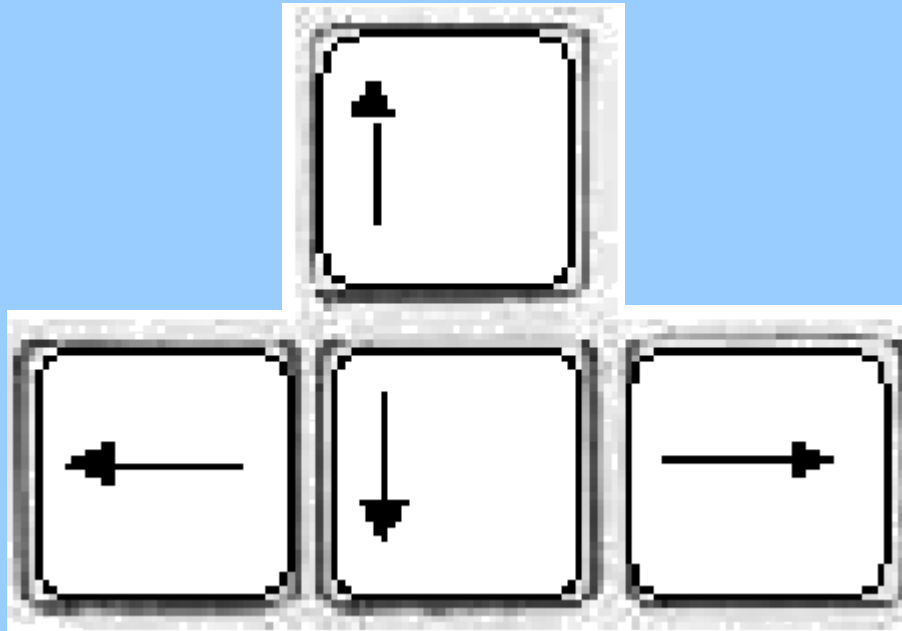
Big Spring Middle School Computer Lab, Rm. 520

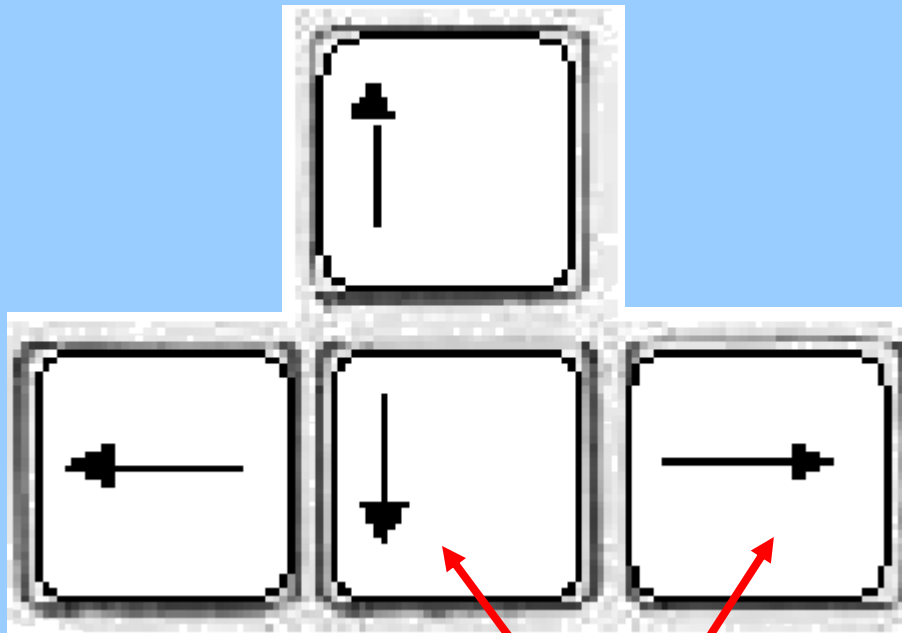
Using the Keyboard



Press this button
on the keyboard

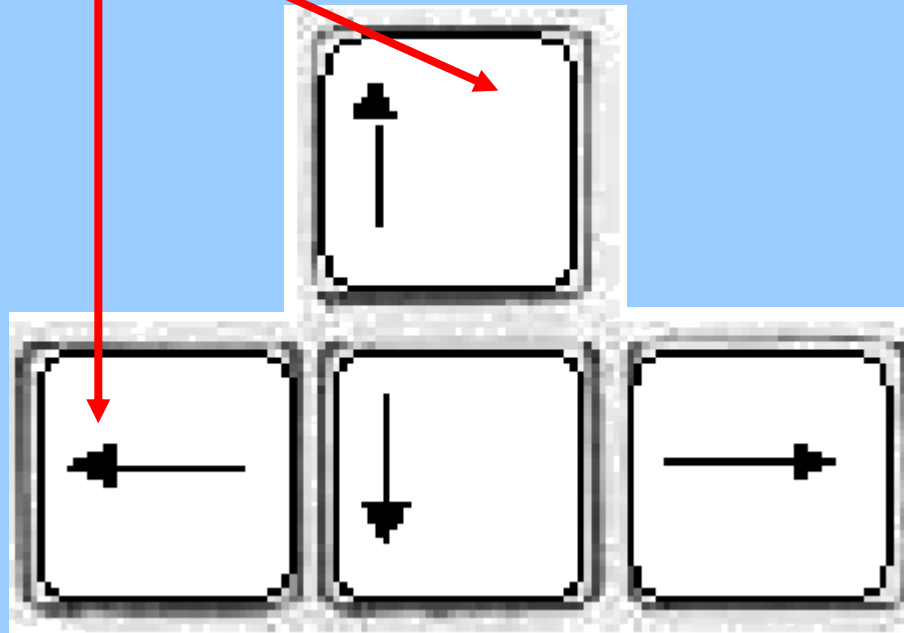
Use the arrow keys to go back or forward.

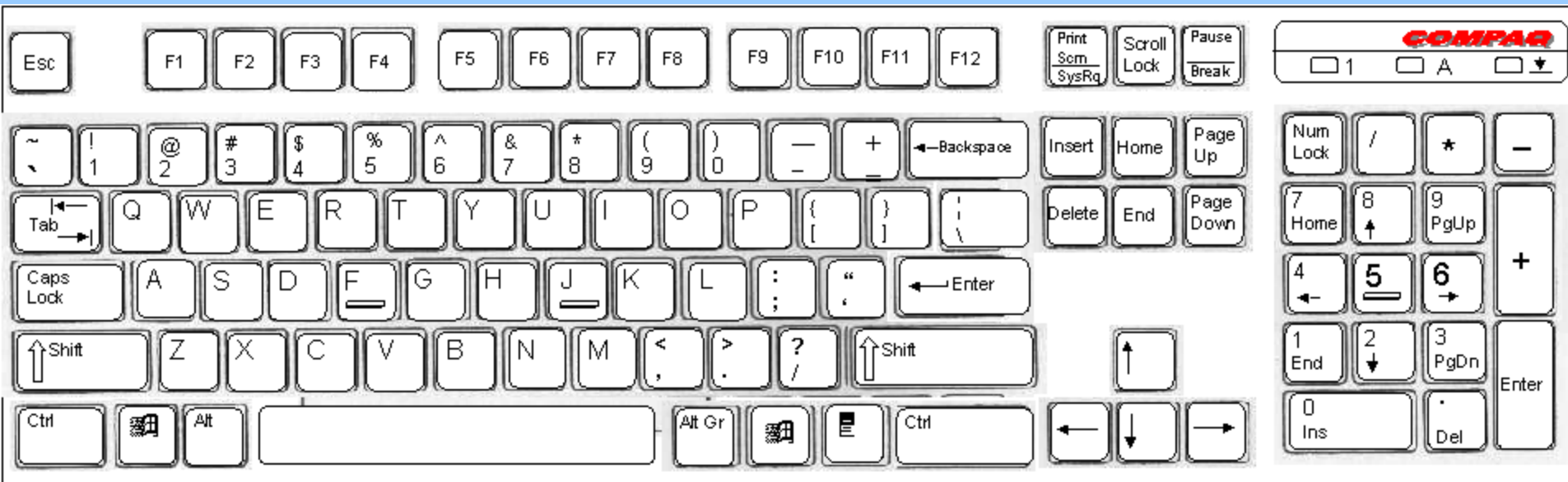




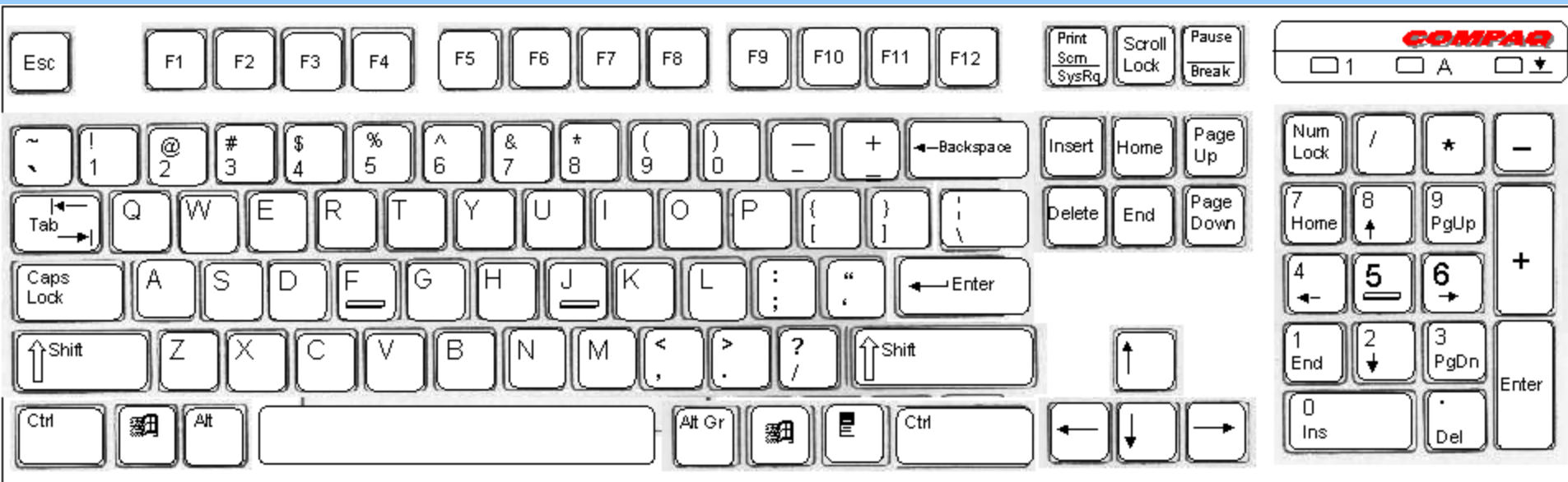
Moves forward to the next slide

Moves back to the previous slide





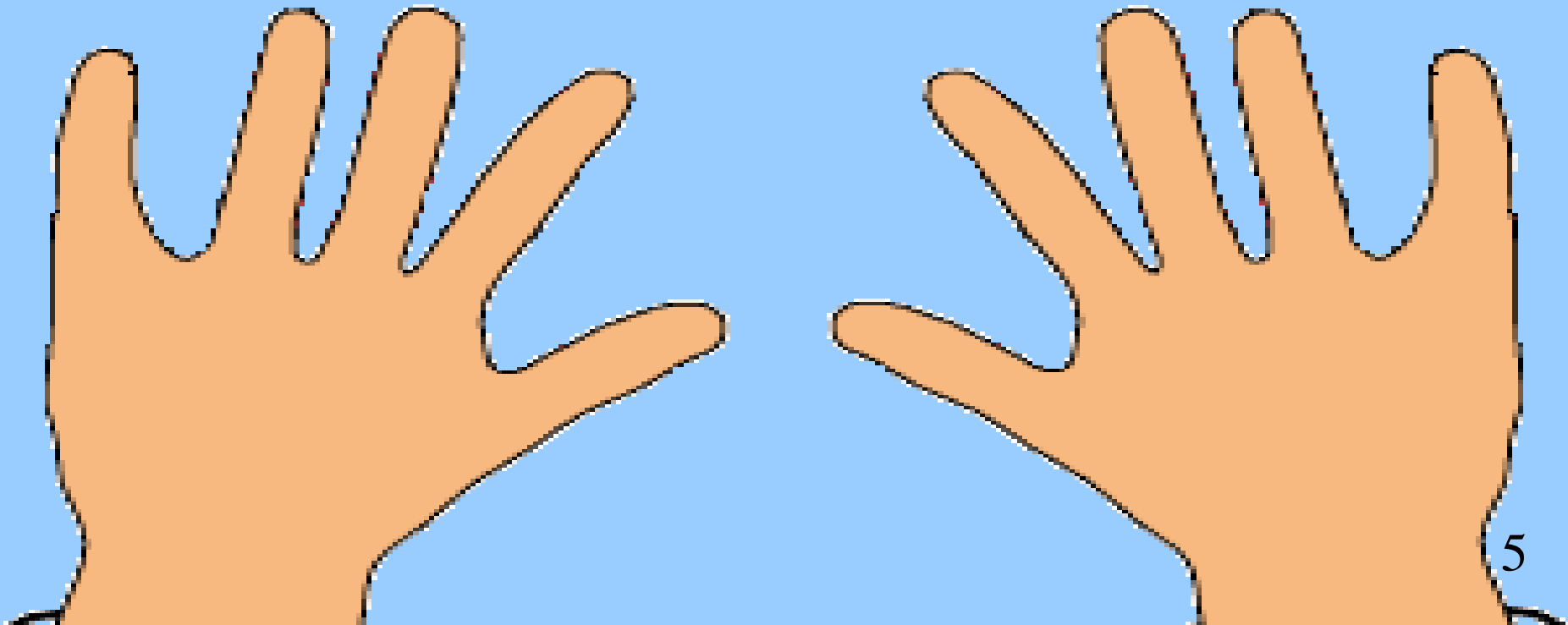
- The Keyboard is an INPUT device.
- An INPUT device is what you use to enter commands or information into your computer.
- Other input devices include the mouse, joystick, modem, scanner and microphone.



- The Keyboards used in this room have 104 keys.
- Your goal is to learn what the most important keys do, and which fingers are used with them.

- Many students like to say that they are “slow typers” and they use this as an excuse when their work isn’t complete.
- Just like dribbling a basketball or throwing a football, typing is a skill that comes with practice. People are not born with the ability to type.

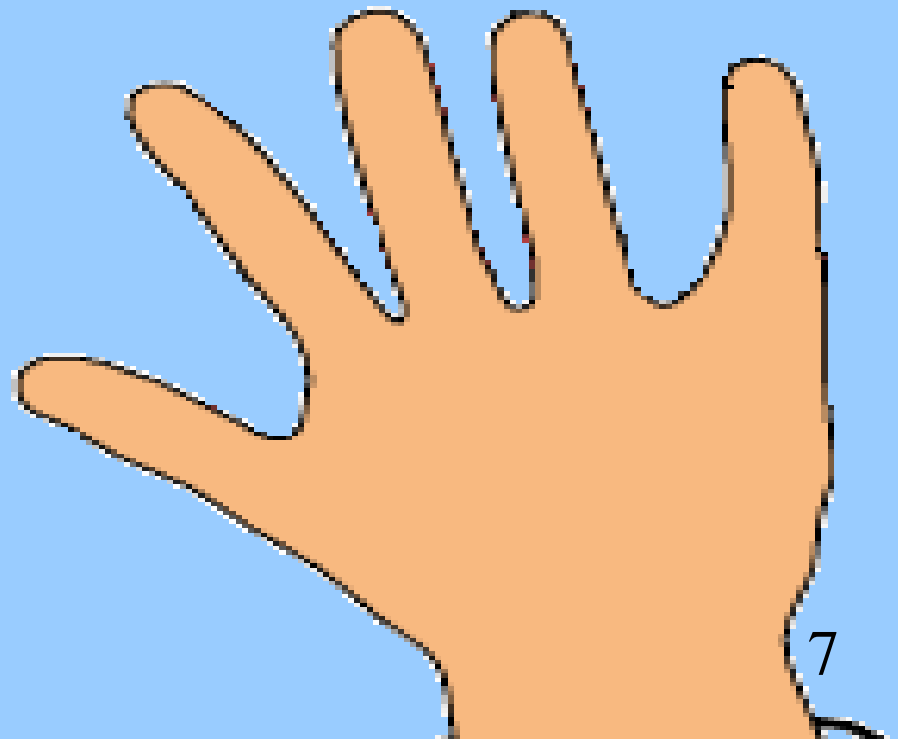
The first step in learning how
to correctly use a keyboard is
to use **BOTH HANDS!**



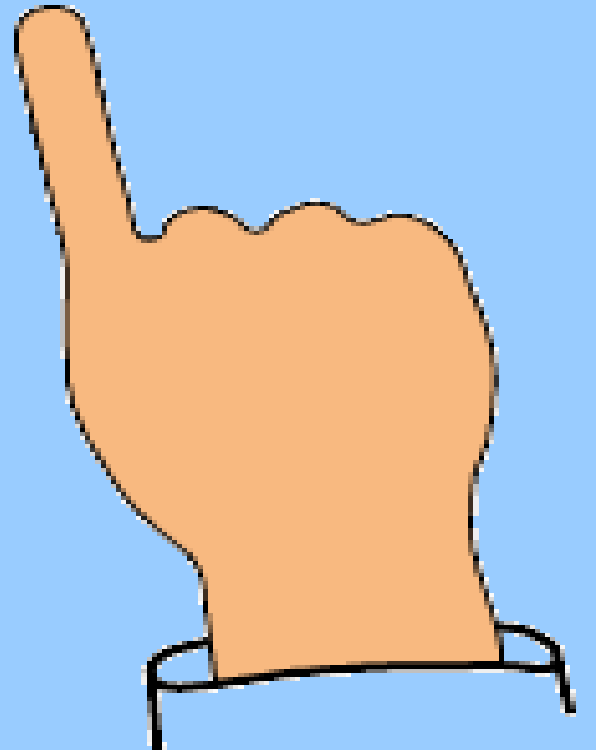
When you walk or run you use both legs and both feet. It is much easier, and you get where you are going much faster. It would be silly to use only one leg if you can use both.



It would be just as silly to use
one hand when you can use
two.



It would be even more silly to use just one finger of one hand if you have ten fingers and two hands available!



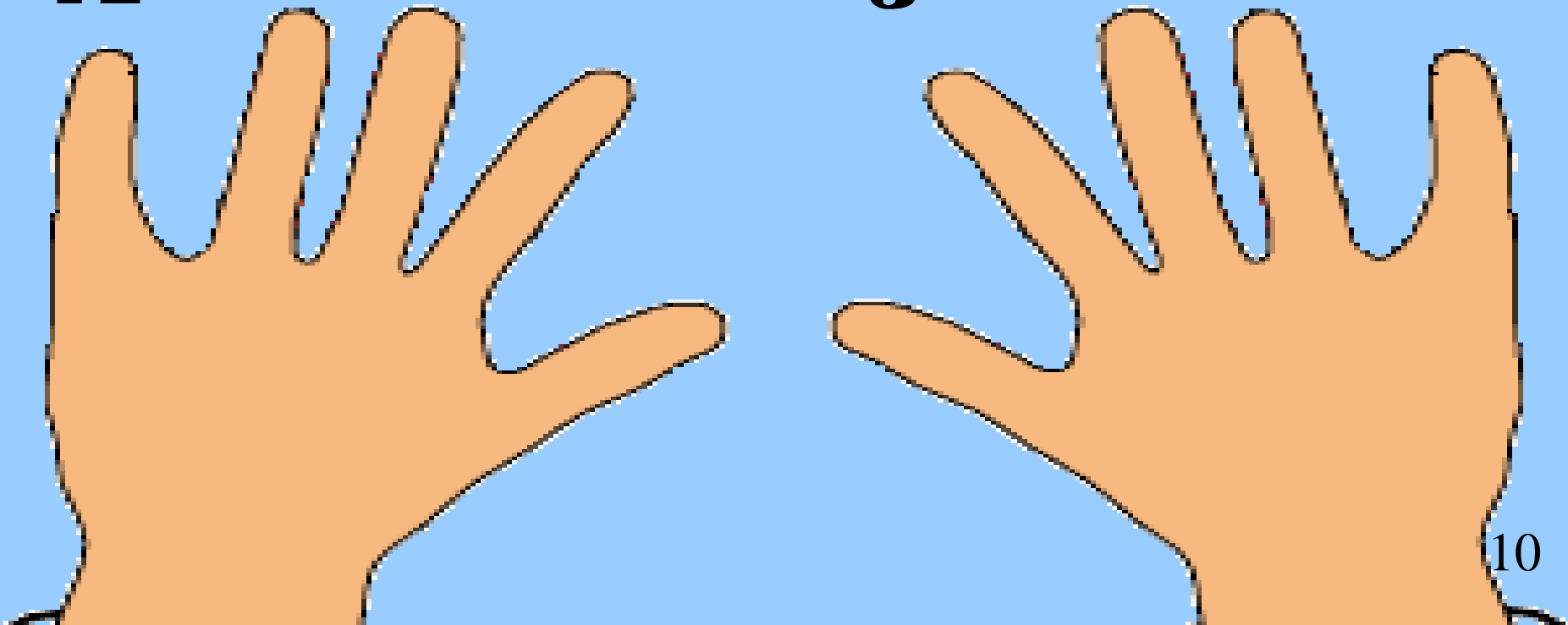
The next step in learning how to type is learning where your fingers should go on the keyboard.

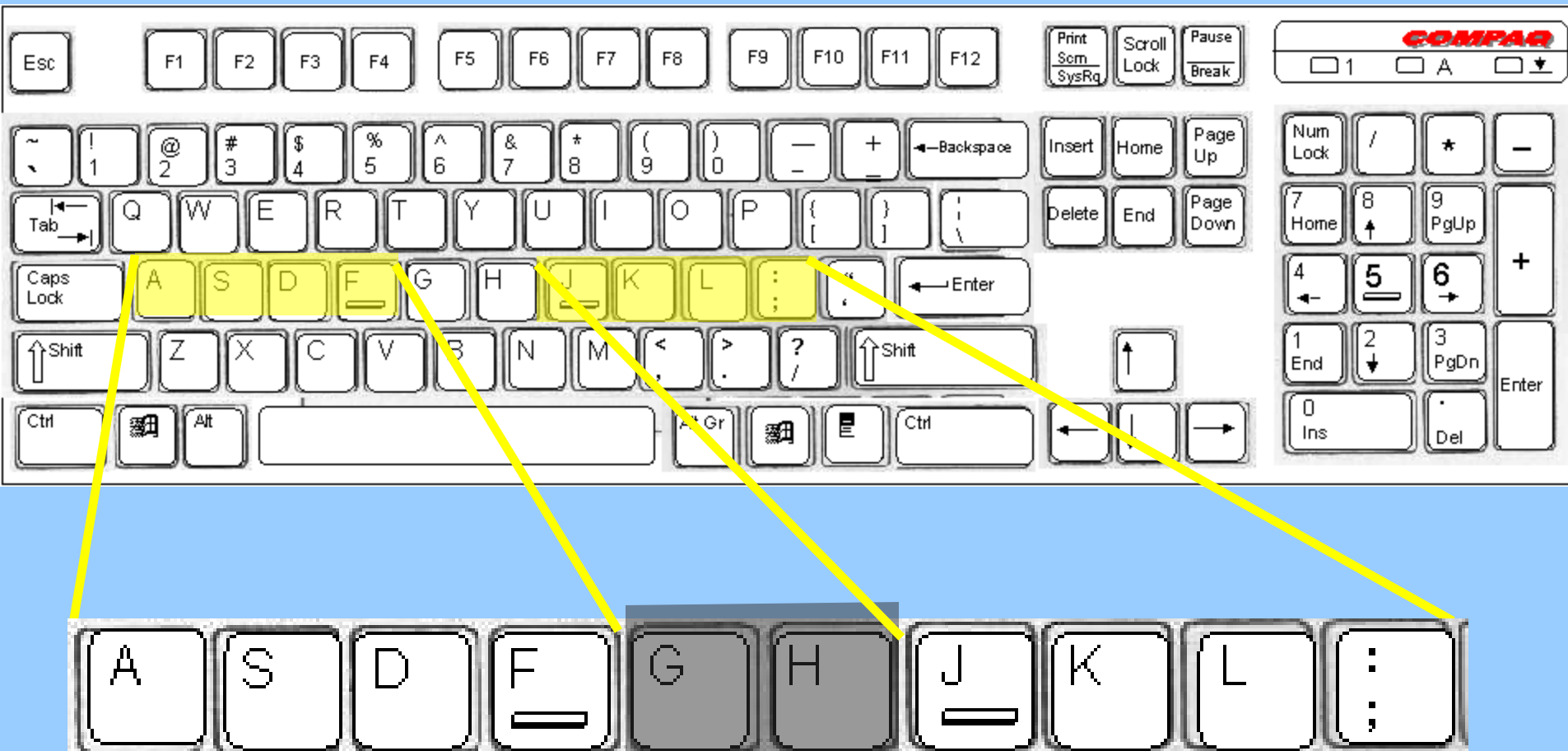
An important phrase you must learn is the HOME ROW.

A S D F J K L ;

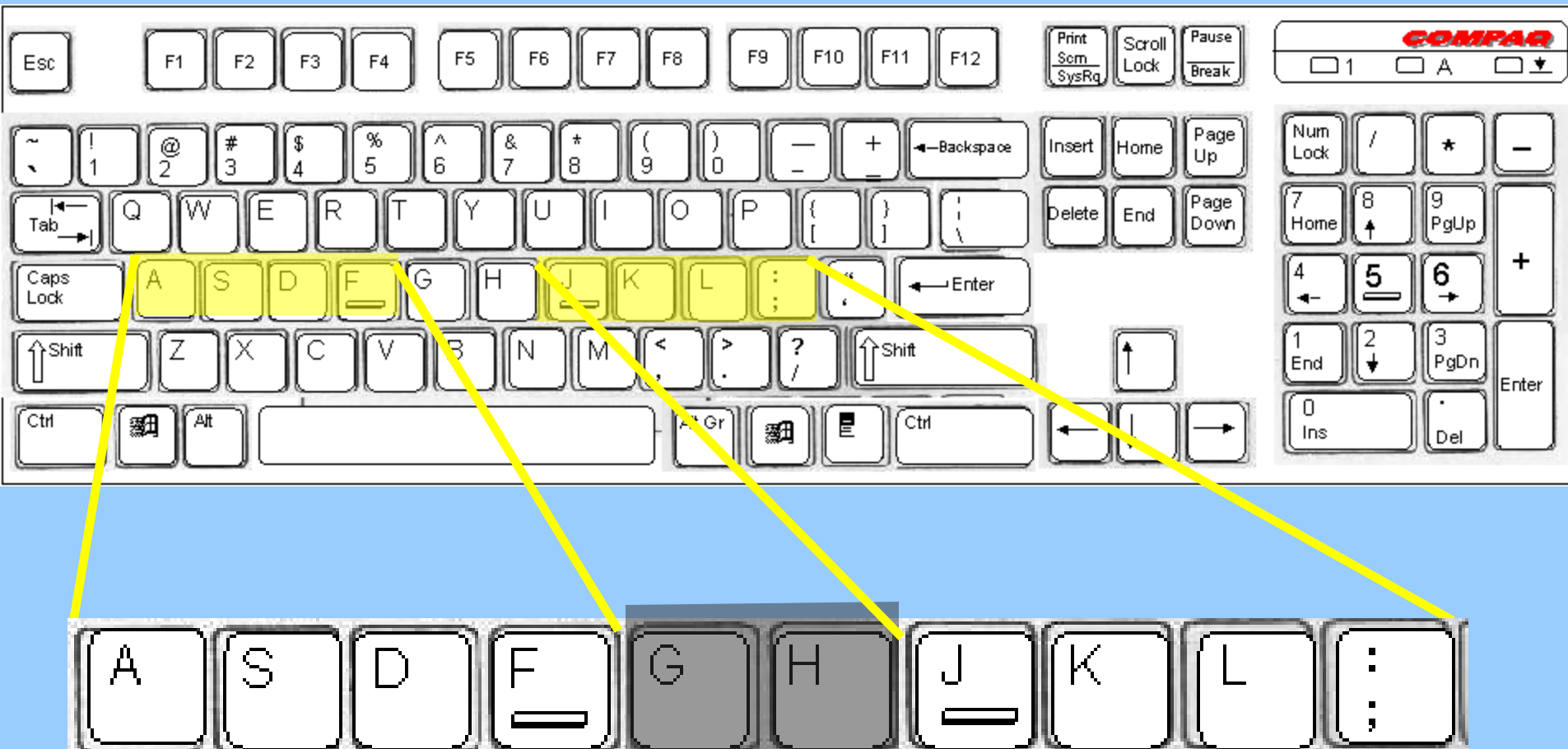
These are the letters of the
HOME ROW keys and the
correct fingers that rest on them

A S D F J K L ;

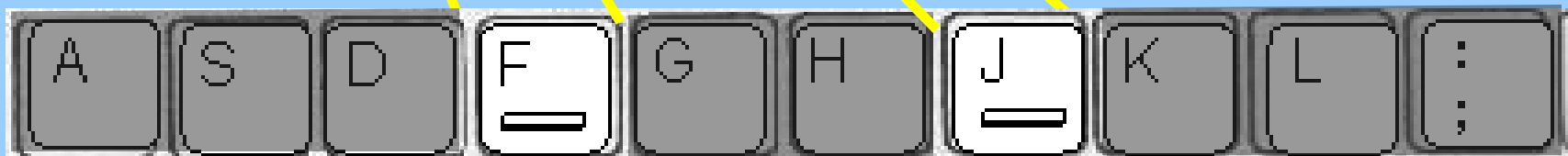
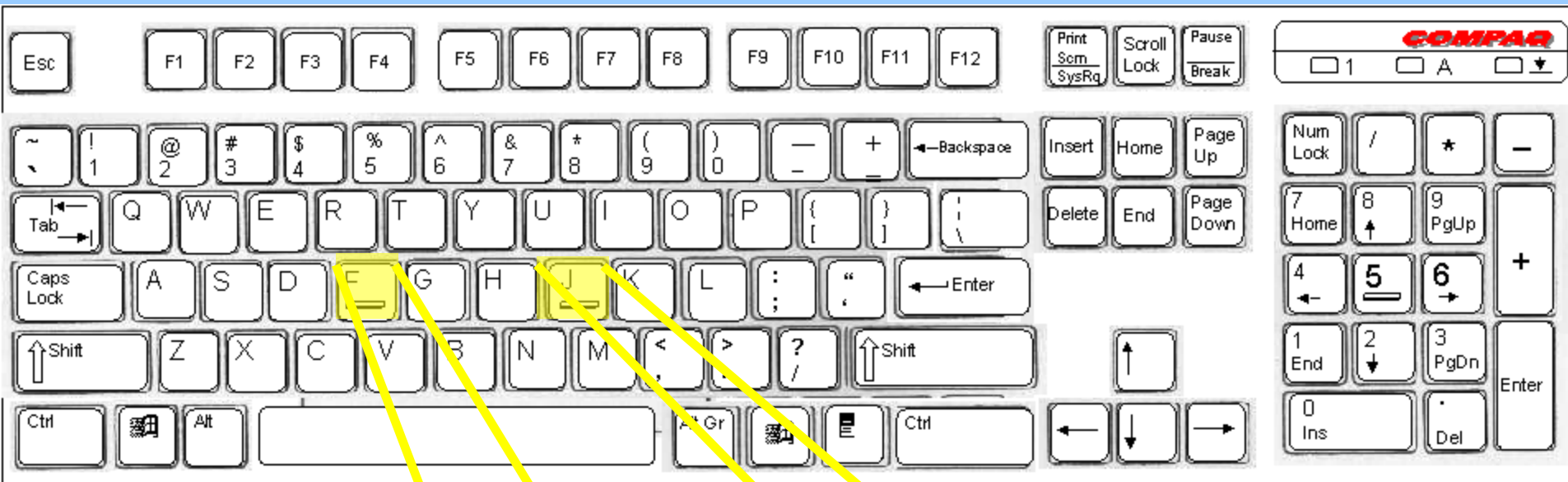




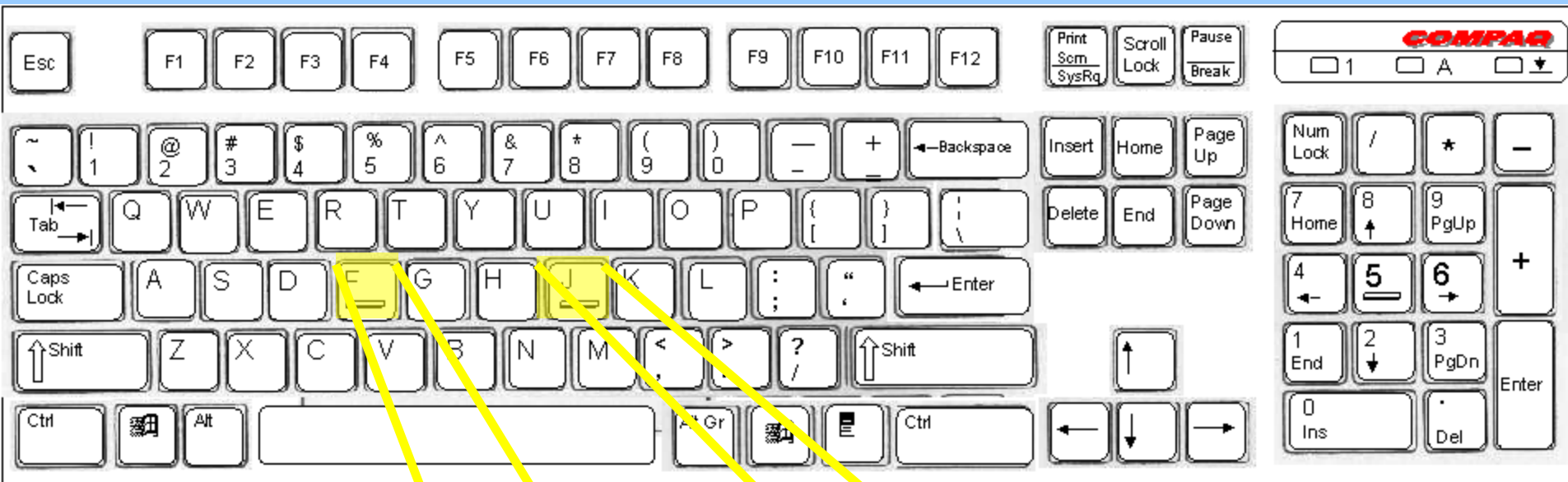
- These keys are known as the HOME ROW. These are the keys that your fingers are resting on while you are typing...



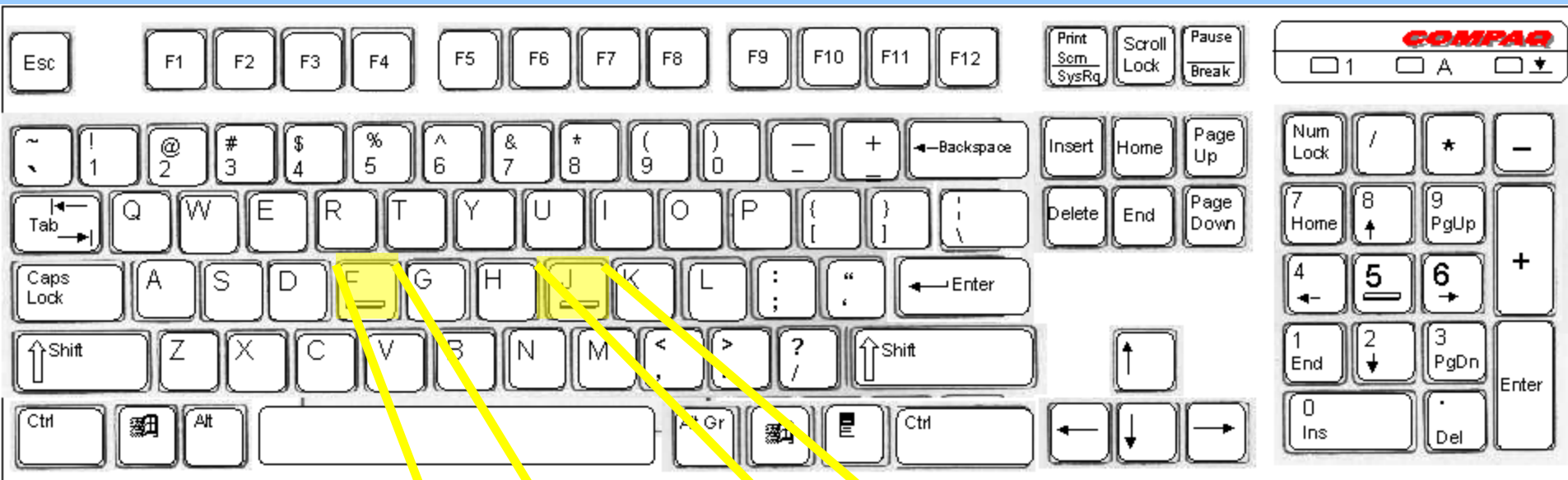
- Your fingers will move to different keys, but they should always come back to the home row.

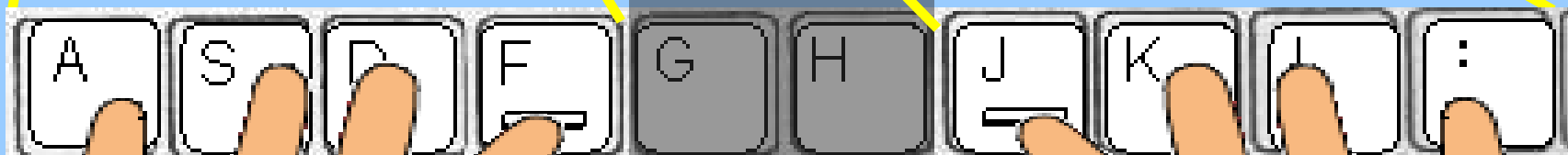
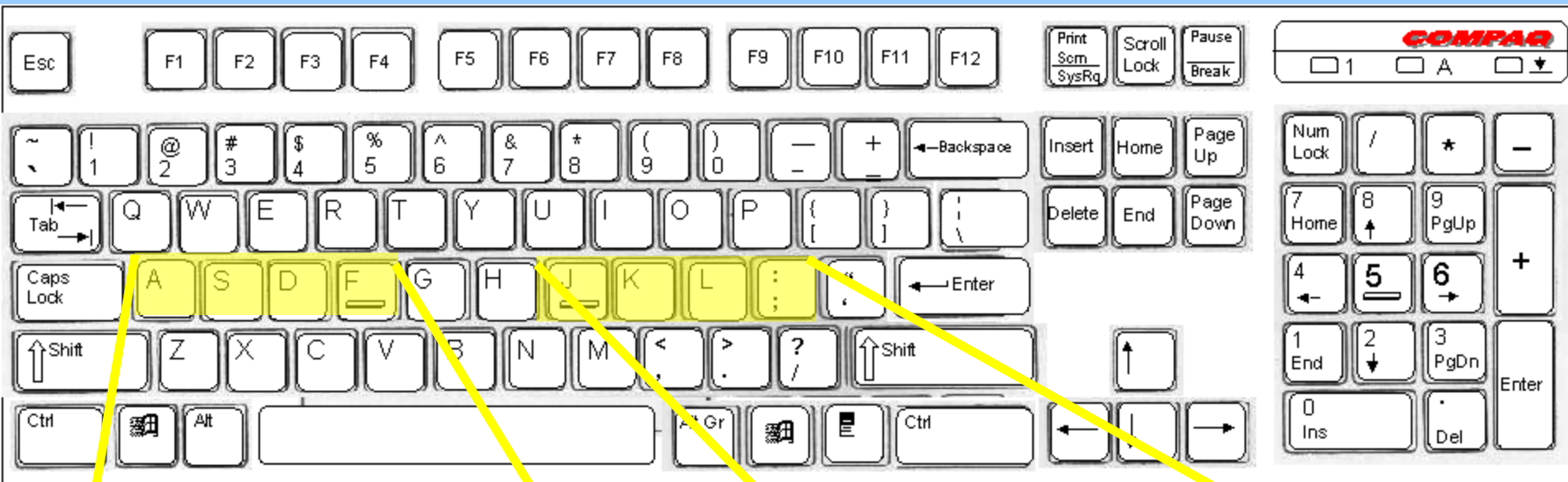


- Notice that the **F** and the **J** keys have little BUMPS on them. These are the keys that your **INDEX FINGERS** should always rest on.

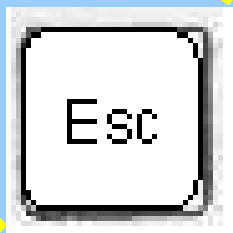
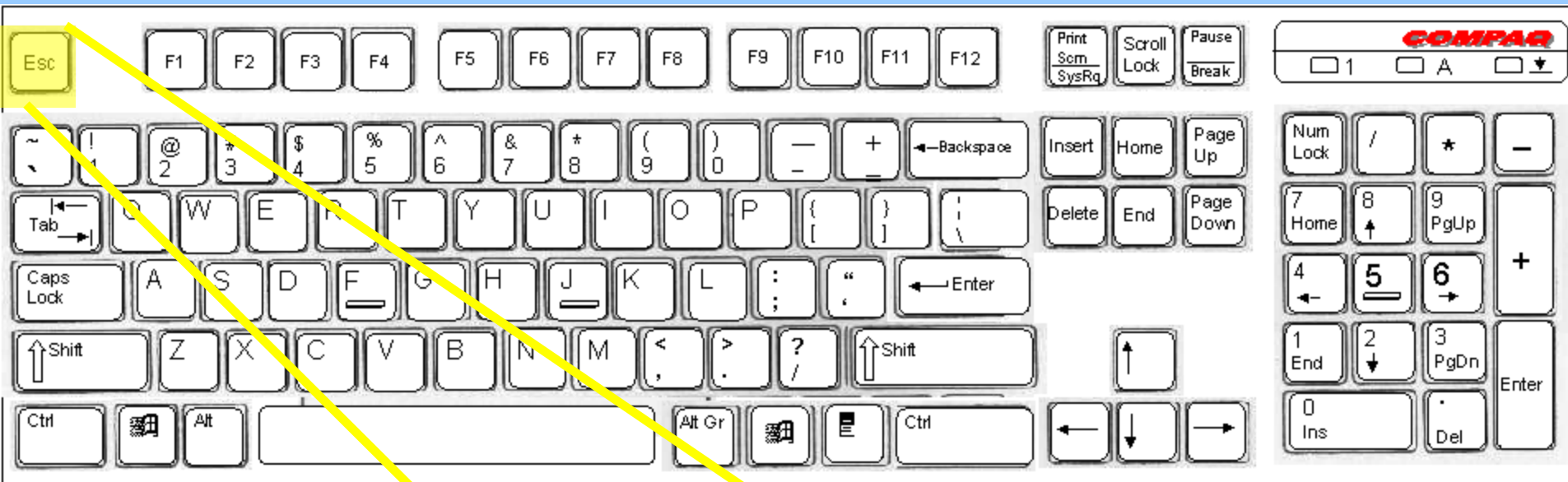


- When your **INDEX FINGERS** are on the **F** and **J** keys, your other fingers will fall into place.

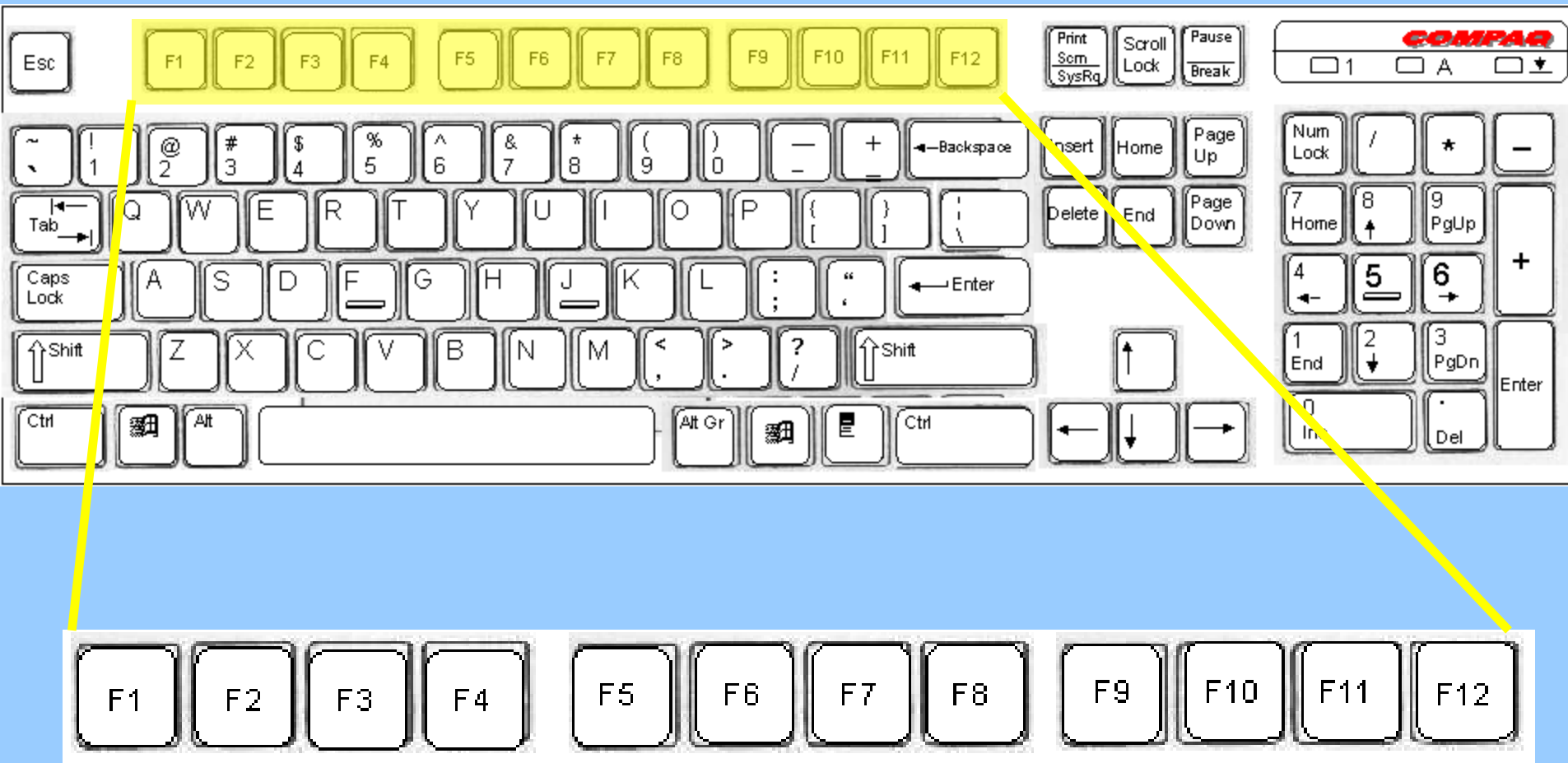




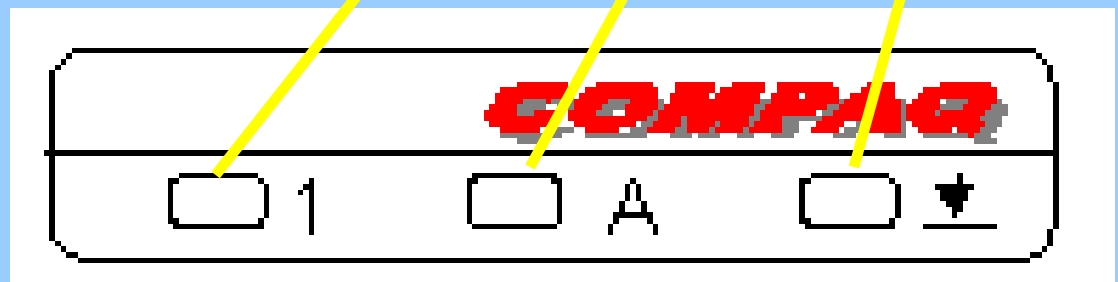
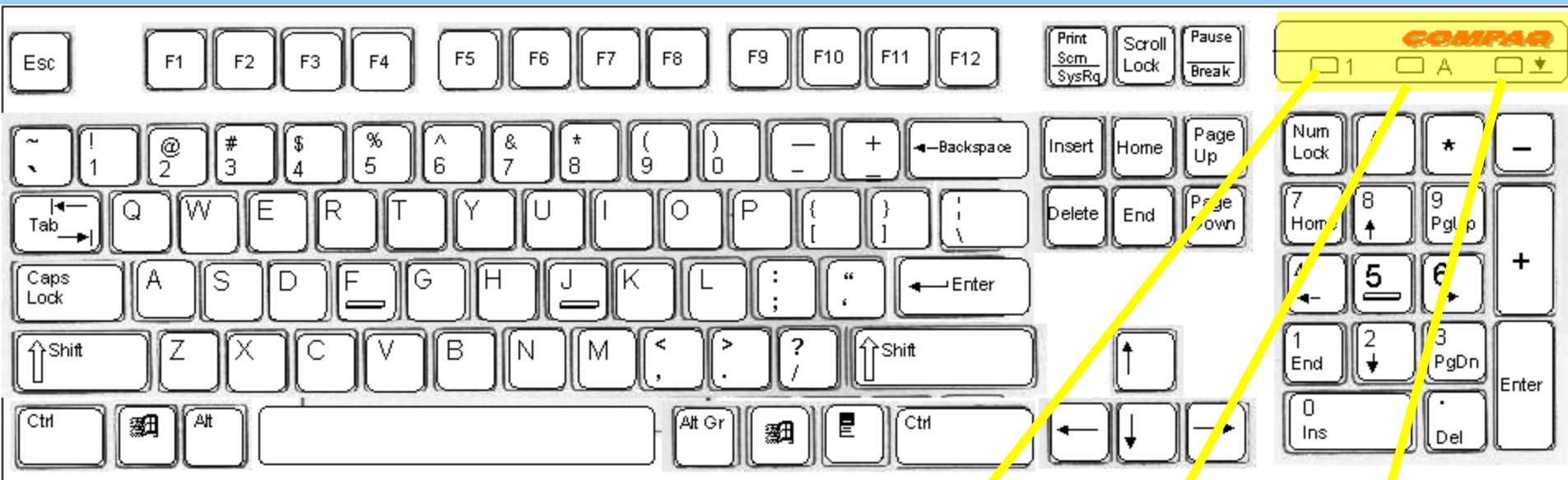
Now that you know what the HOME ROW is, and why it is important, let's learn some of the other important keys.



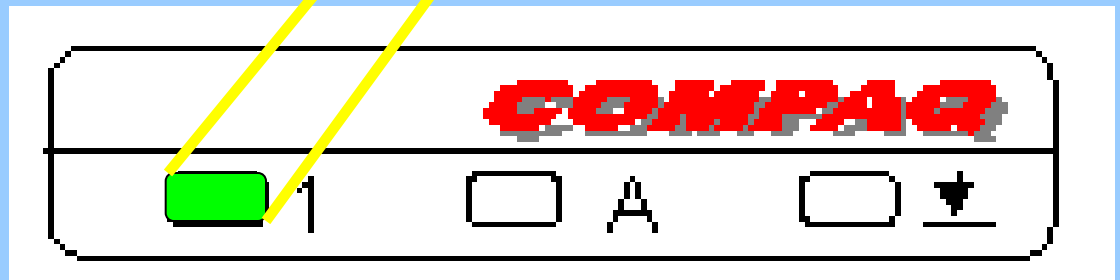
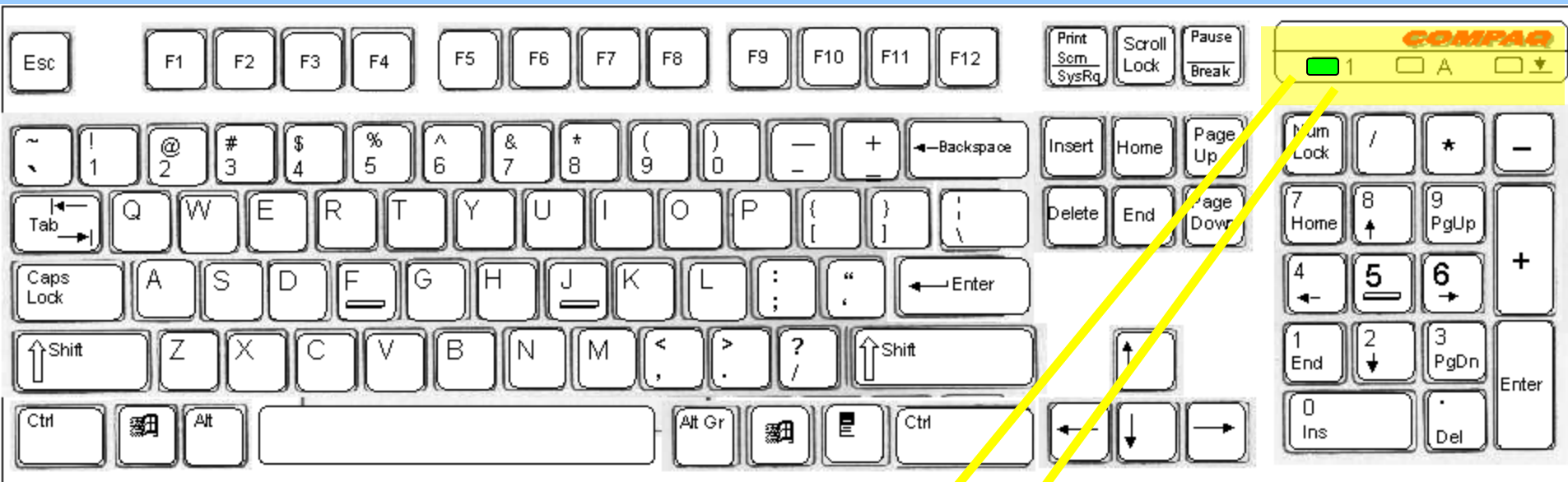
- ESC is an abbreviation for ESCAPE. This key can be used to end a task that you are on. It can sometimes make an unwanted screen disappear.



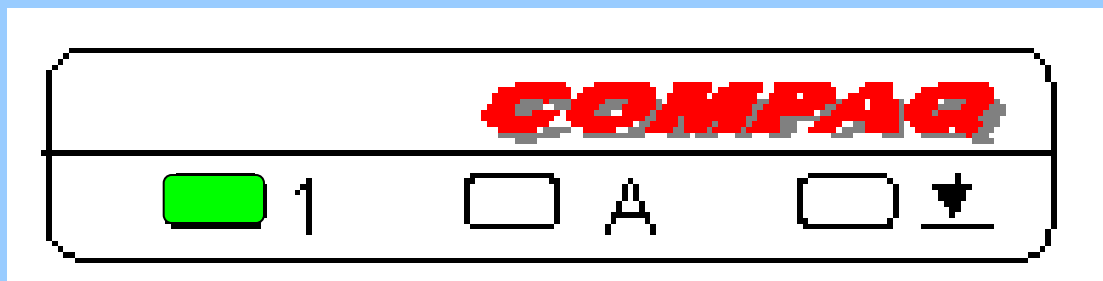
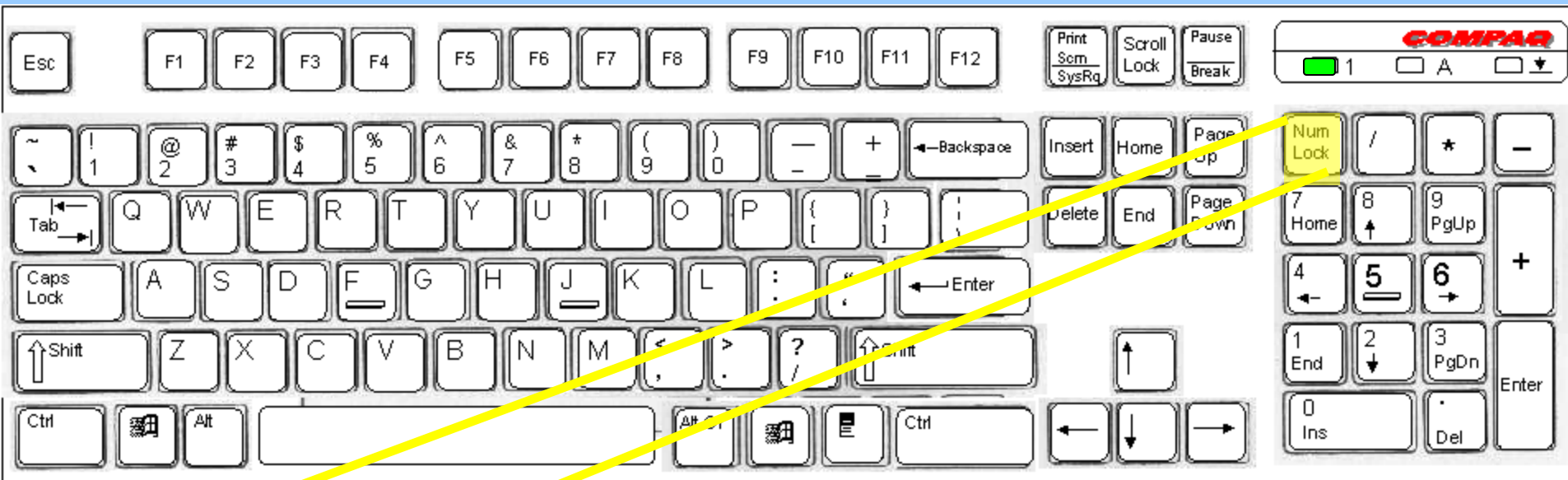
- These are the **FUNCTION KEYS**. They let you perform specific tasks quickly. They do different things for different programs.



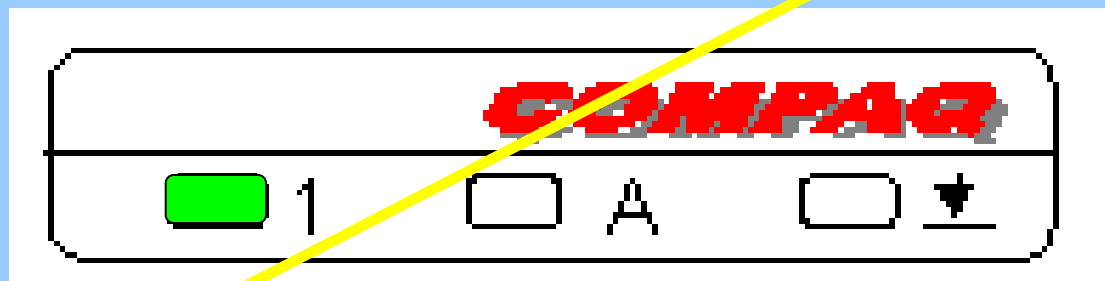
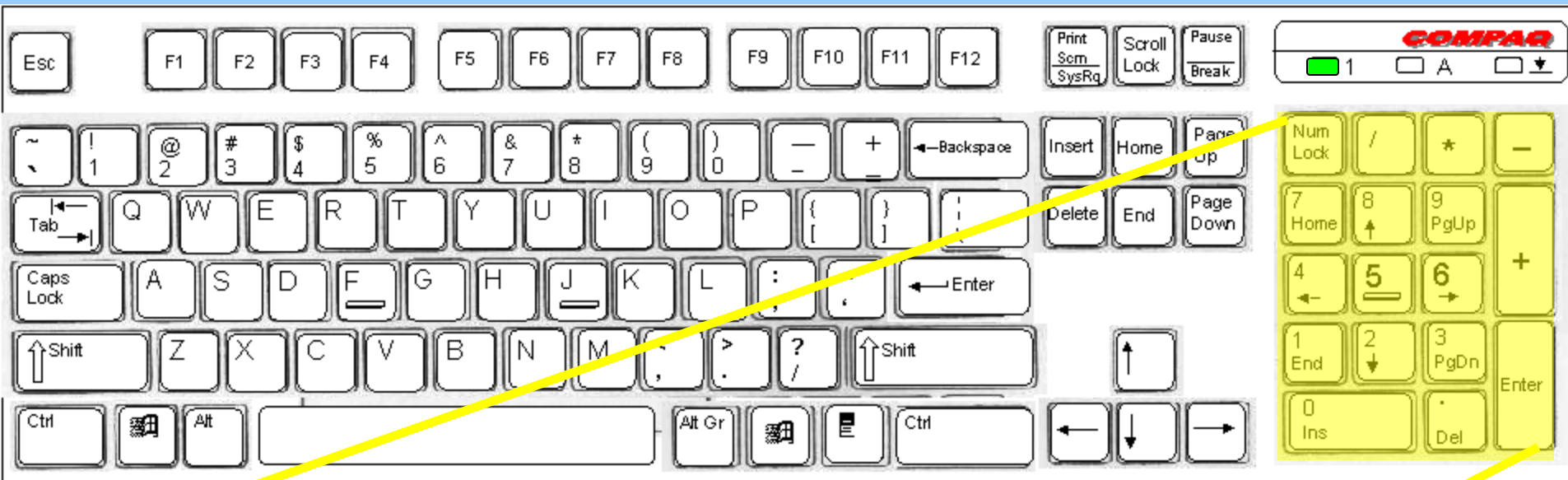
- These are the STATUS LIGHTS. They indicate when certain features are on or off.



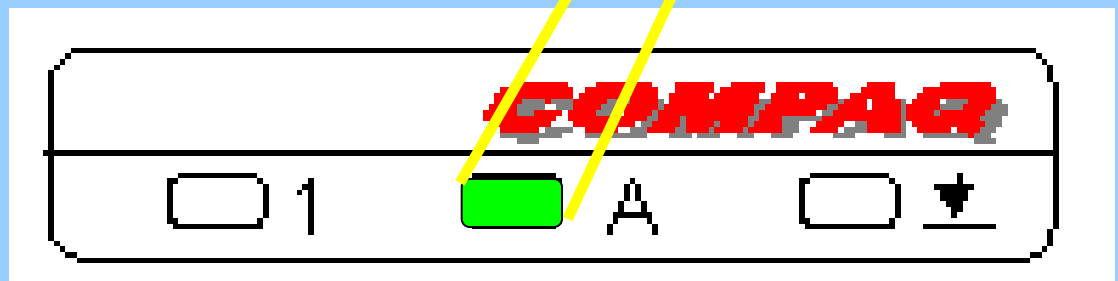
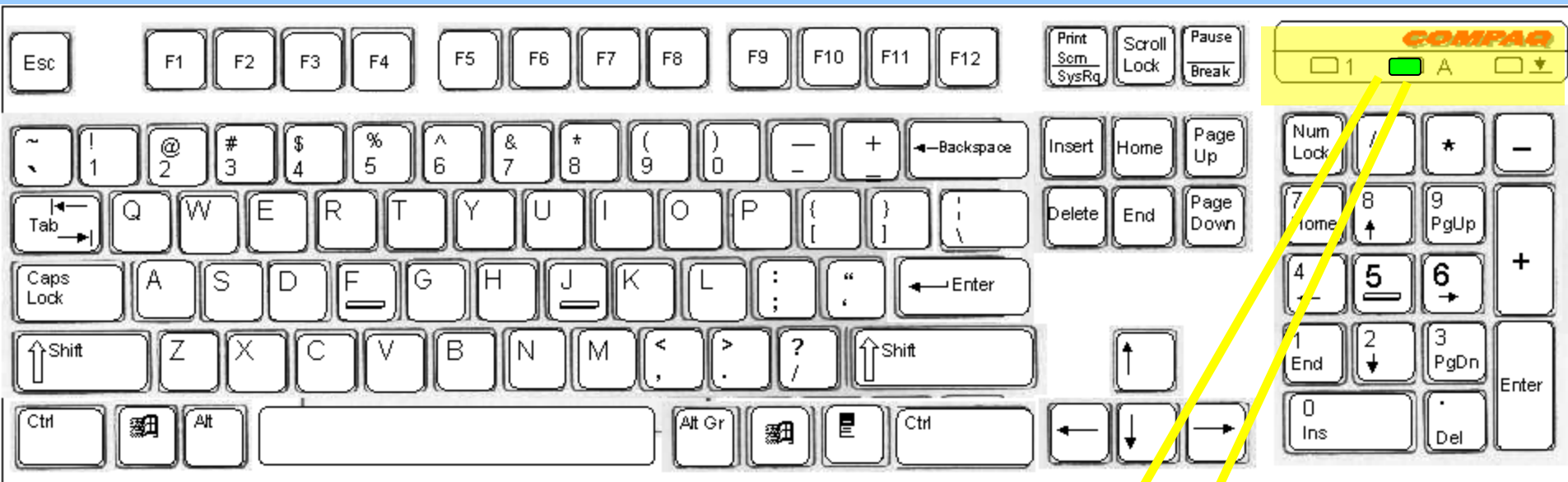
- When this light is on...



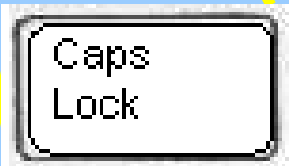
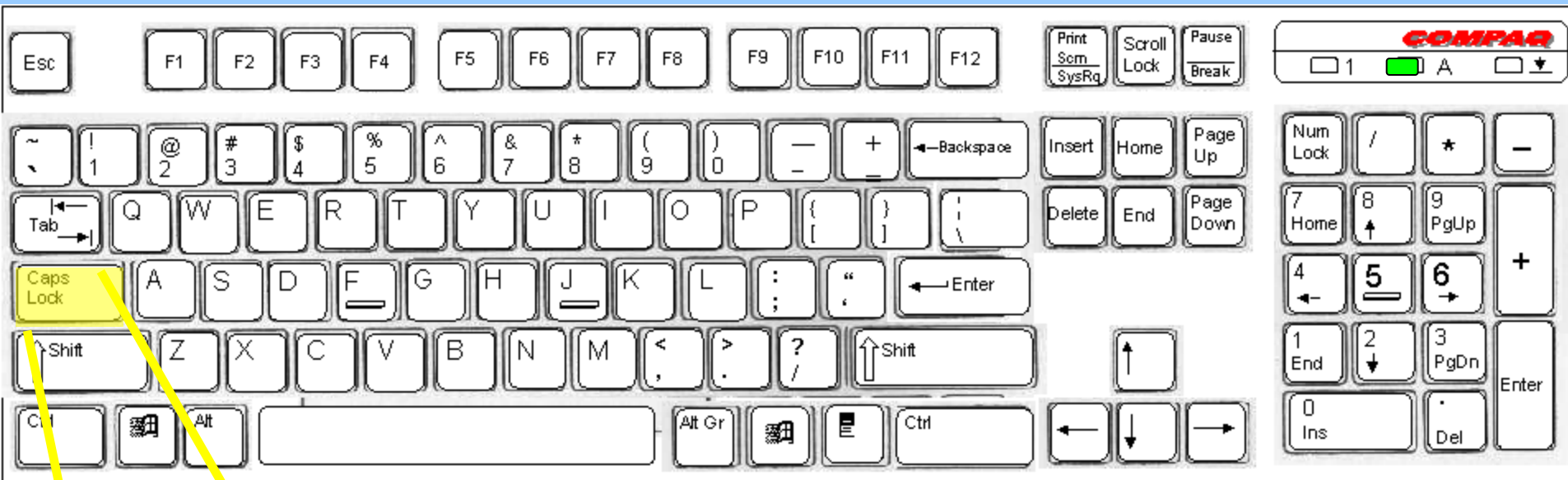
...the NUM LOCK button
was pressed.



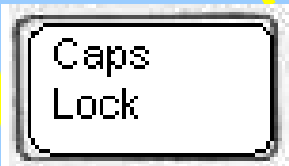
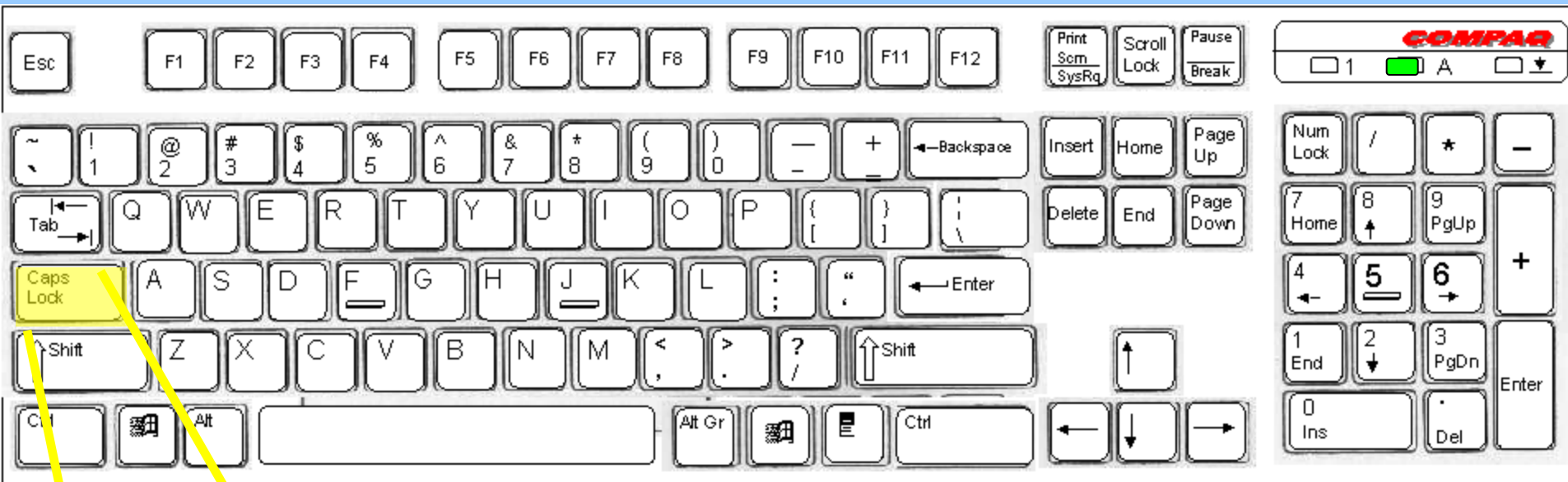
- You are now able to use the NUMERIC KEYPAD.



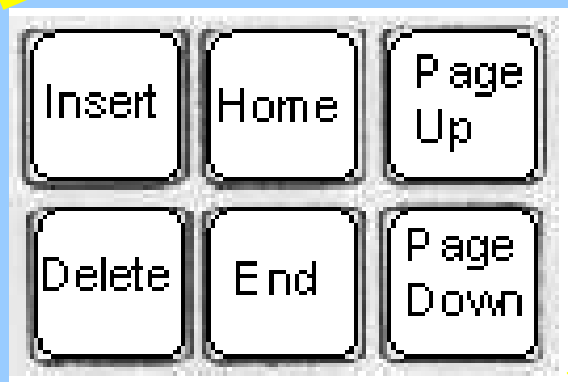
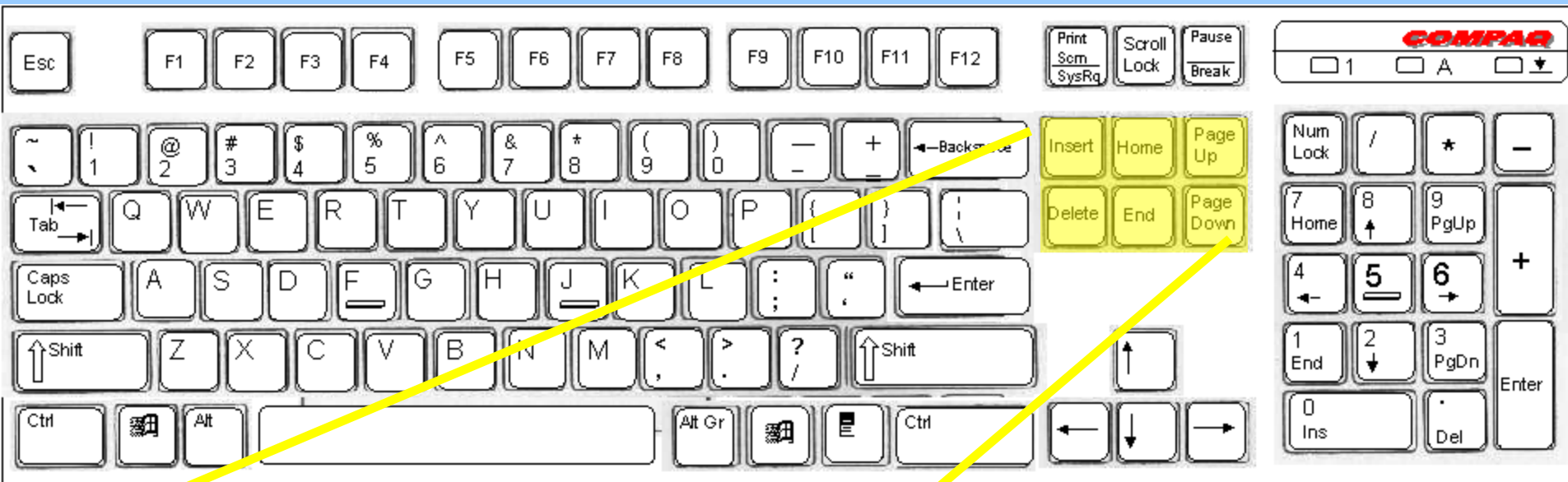
- When this light is on...

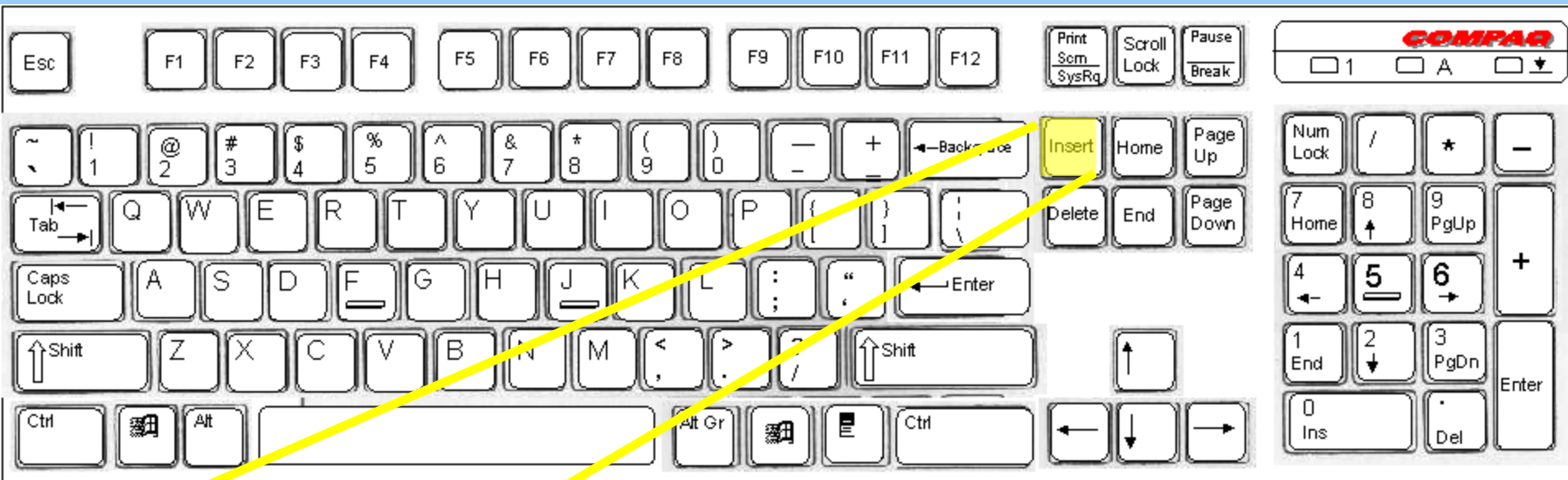


...the CAPS LOCK
button was pressed.

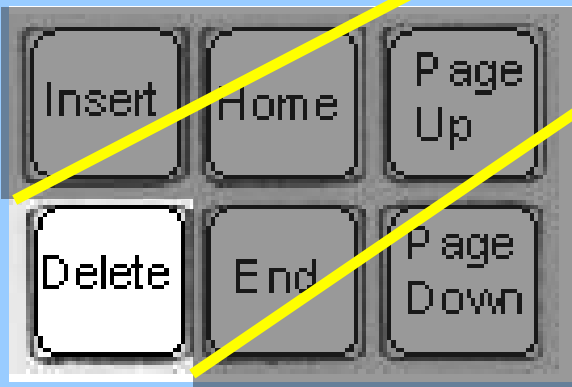
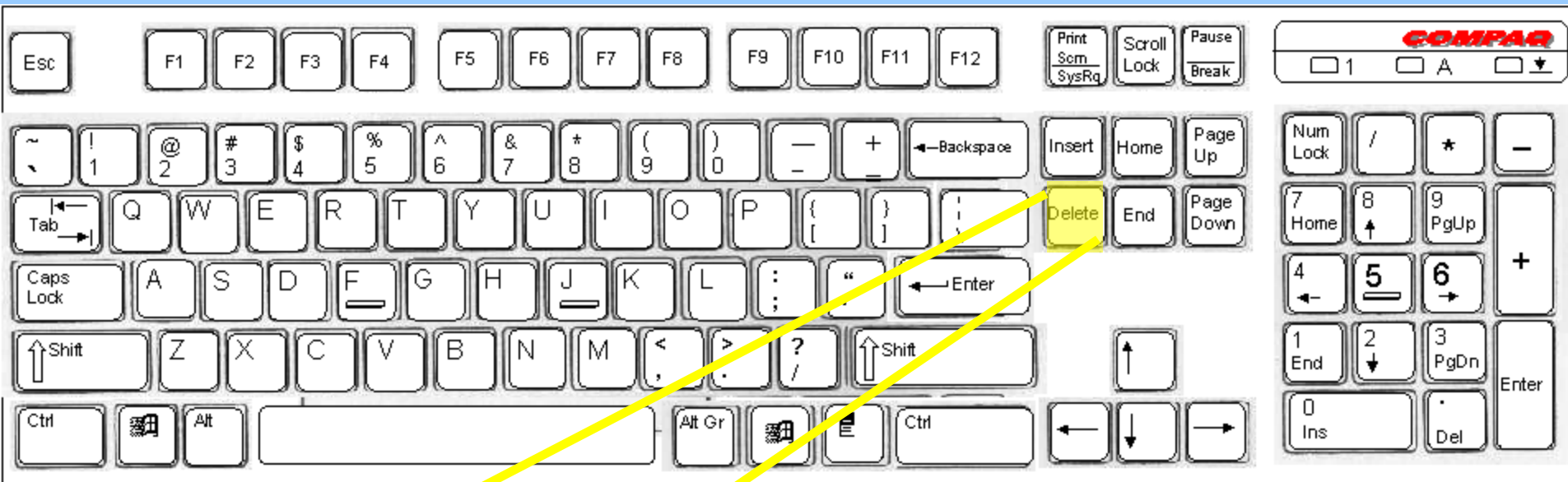


- This will make all of your typing CAPITALIZED.

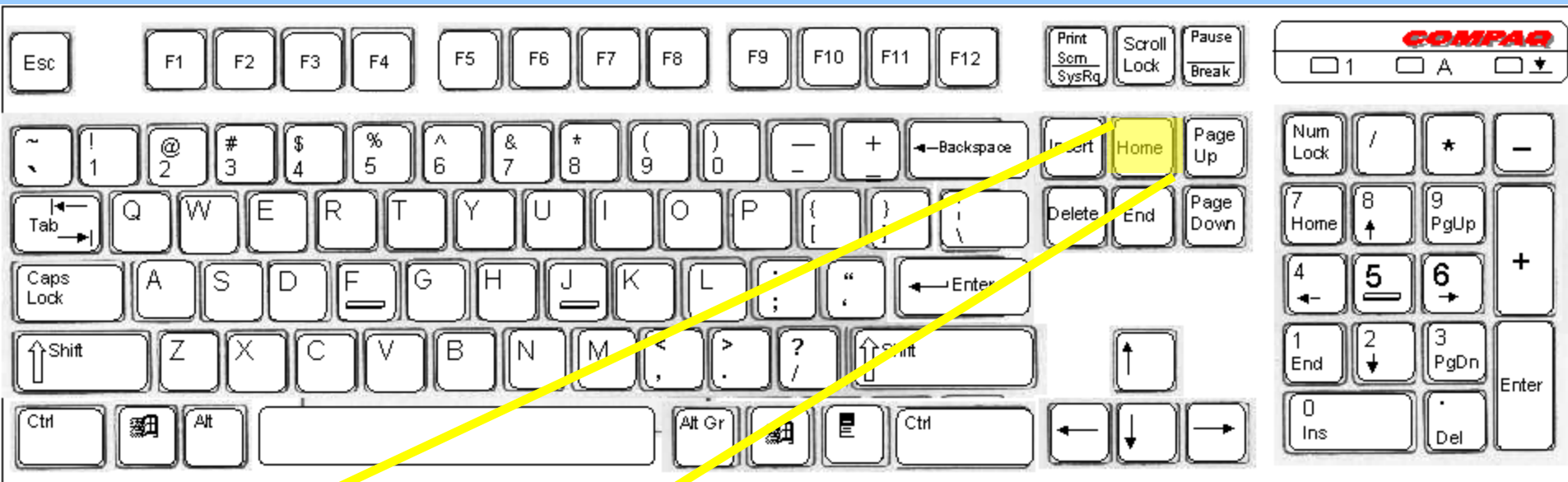




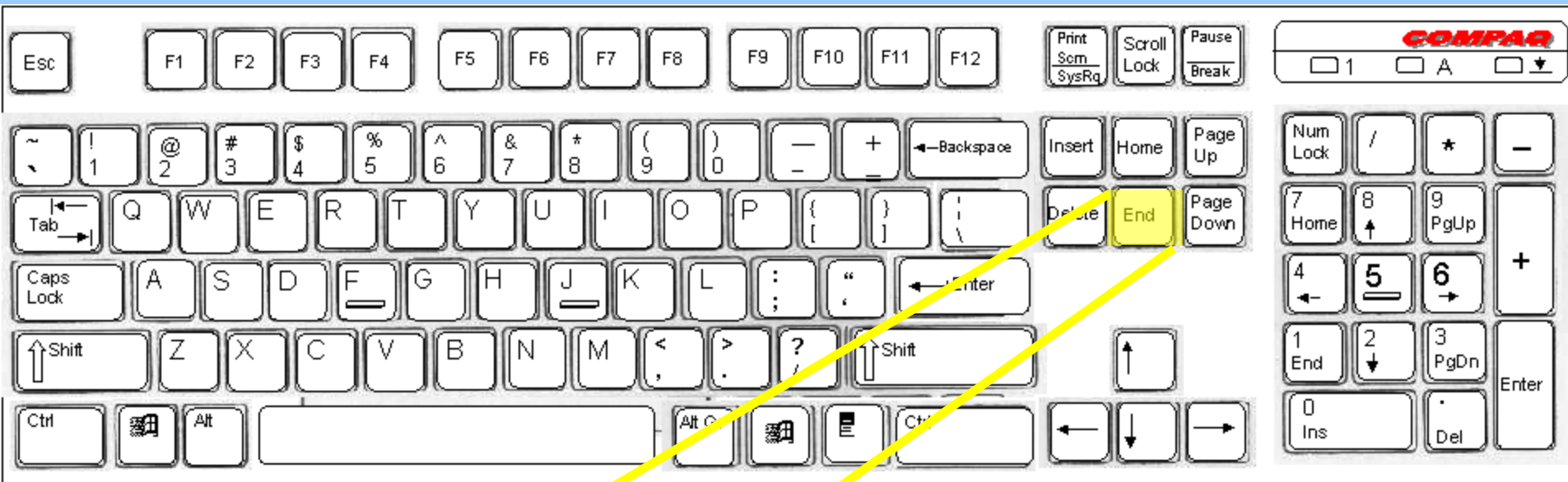
- You press the INSERT key when you want to type more words, symbols or numbers into the middle of a sentence.



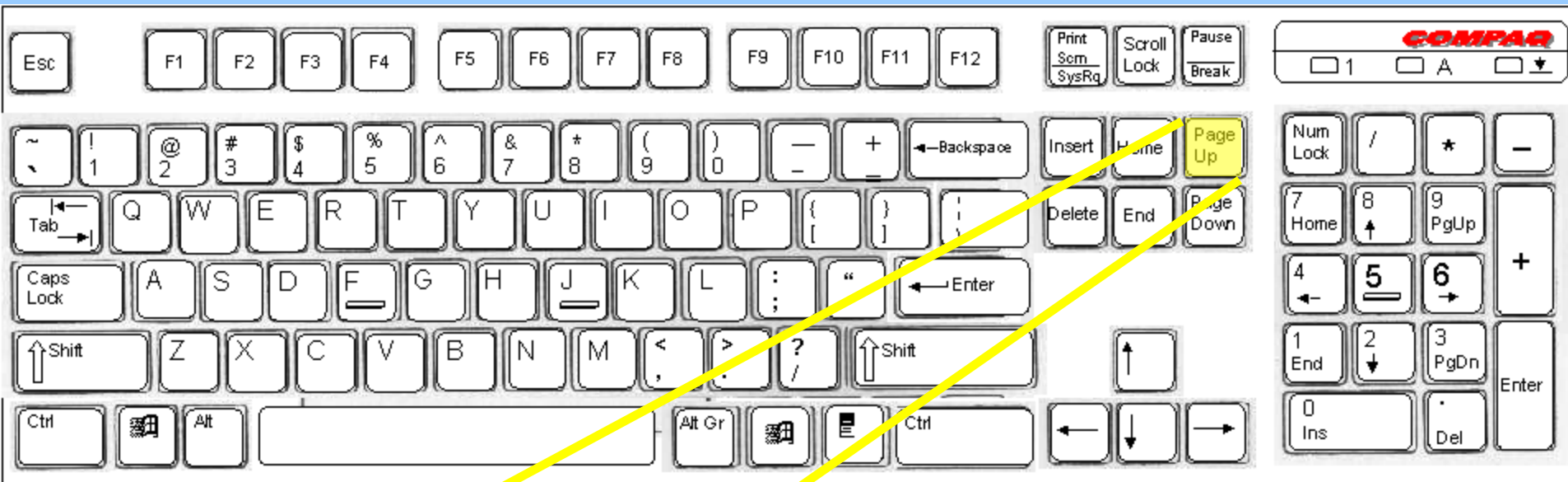
- When you press the DELETE key you will remove the letter, symbol or number to the **right** of the cursor.



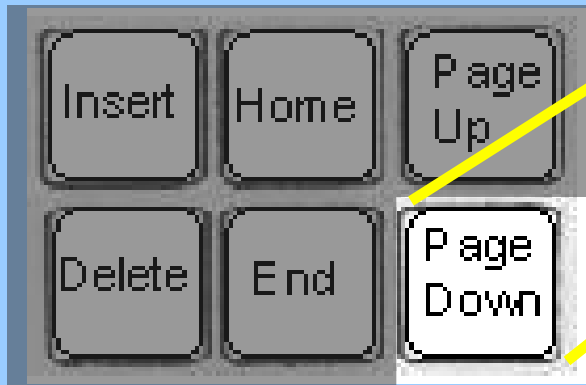
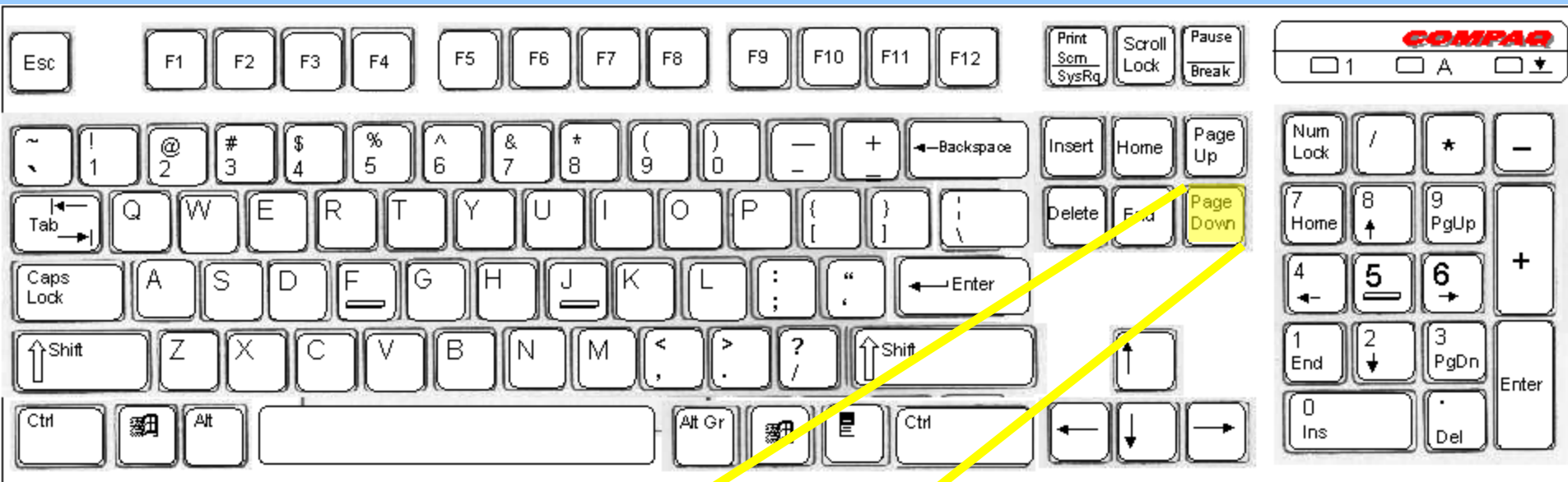
- The HOME key will take you to the **beginning** of the line you are on in a word processing program.



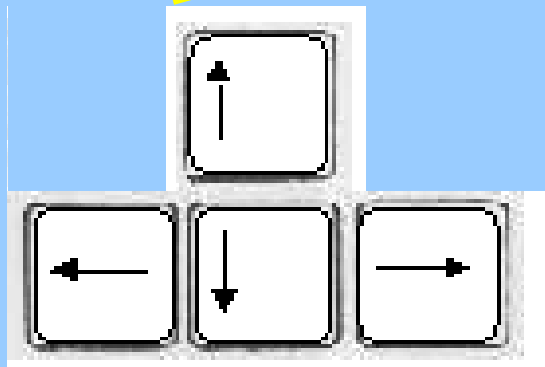
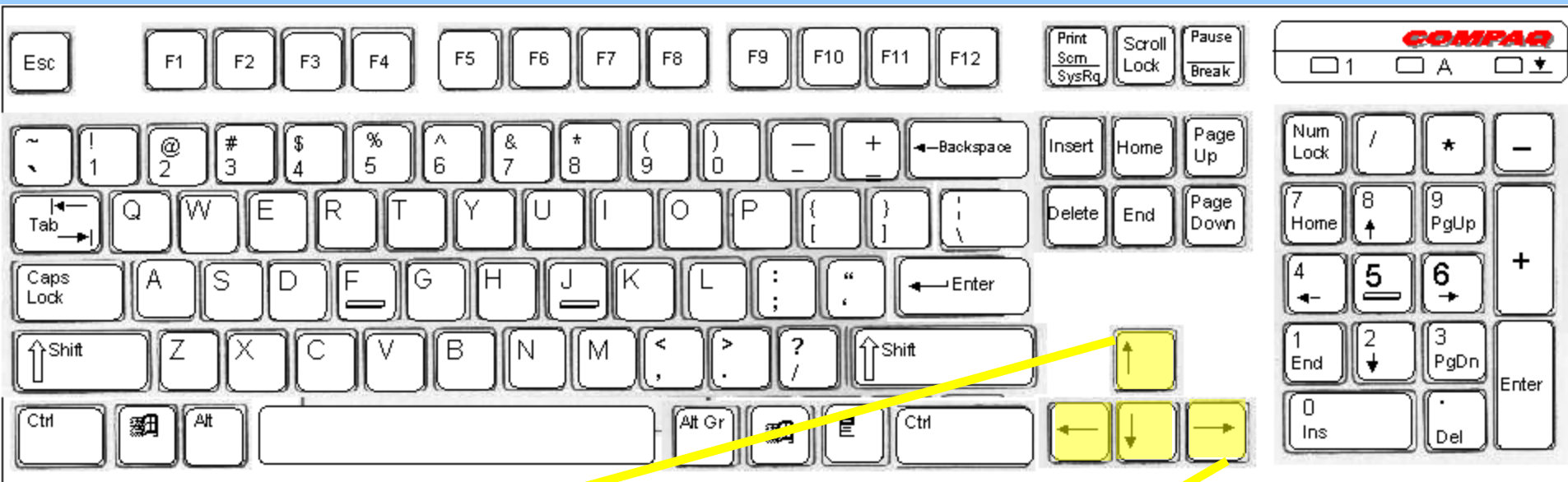
- The END key will take you to the **end** of the line you are on in a word processing program.



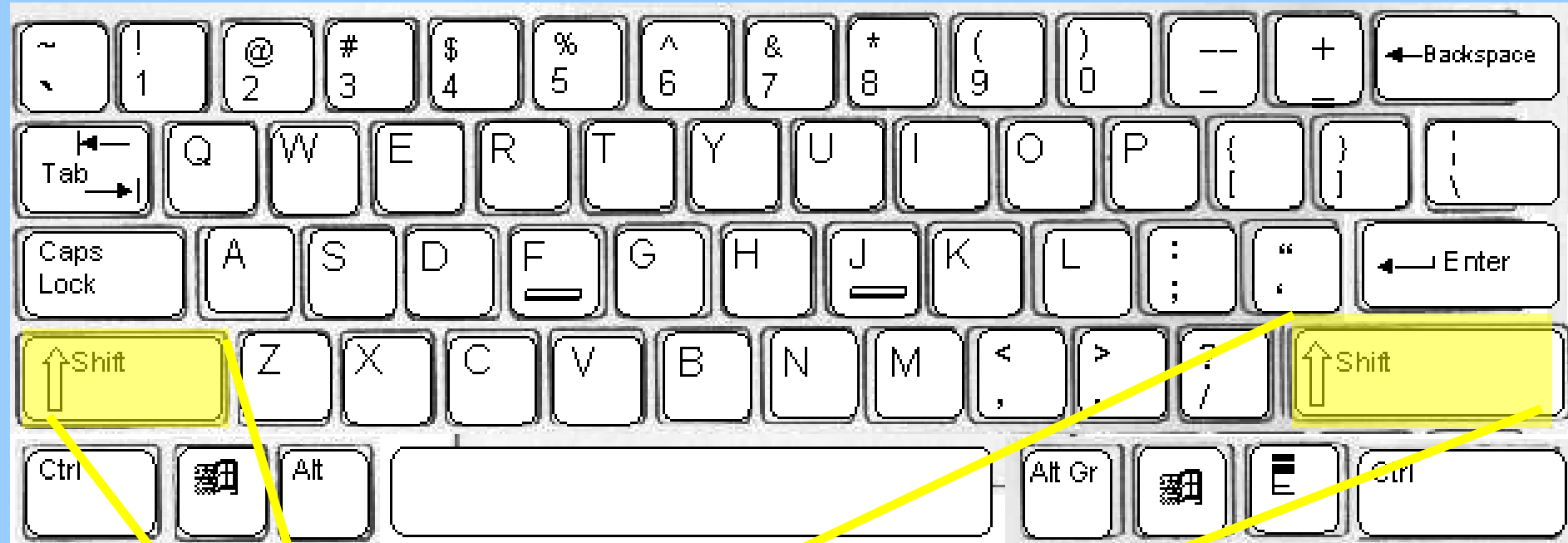
- The PAGE UP button will quickly move **up** the pages of a multi-paged document...



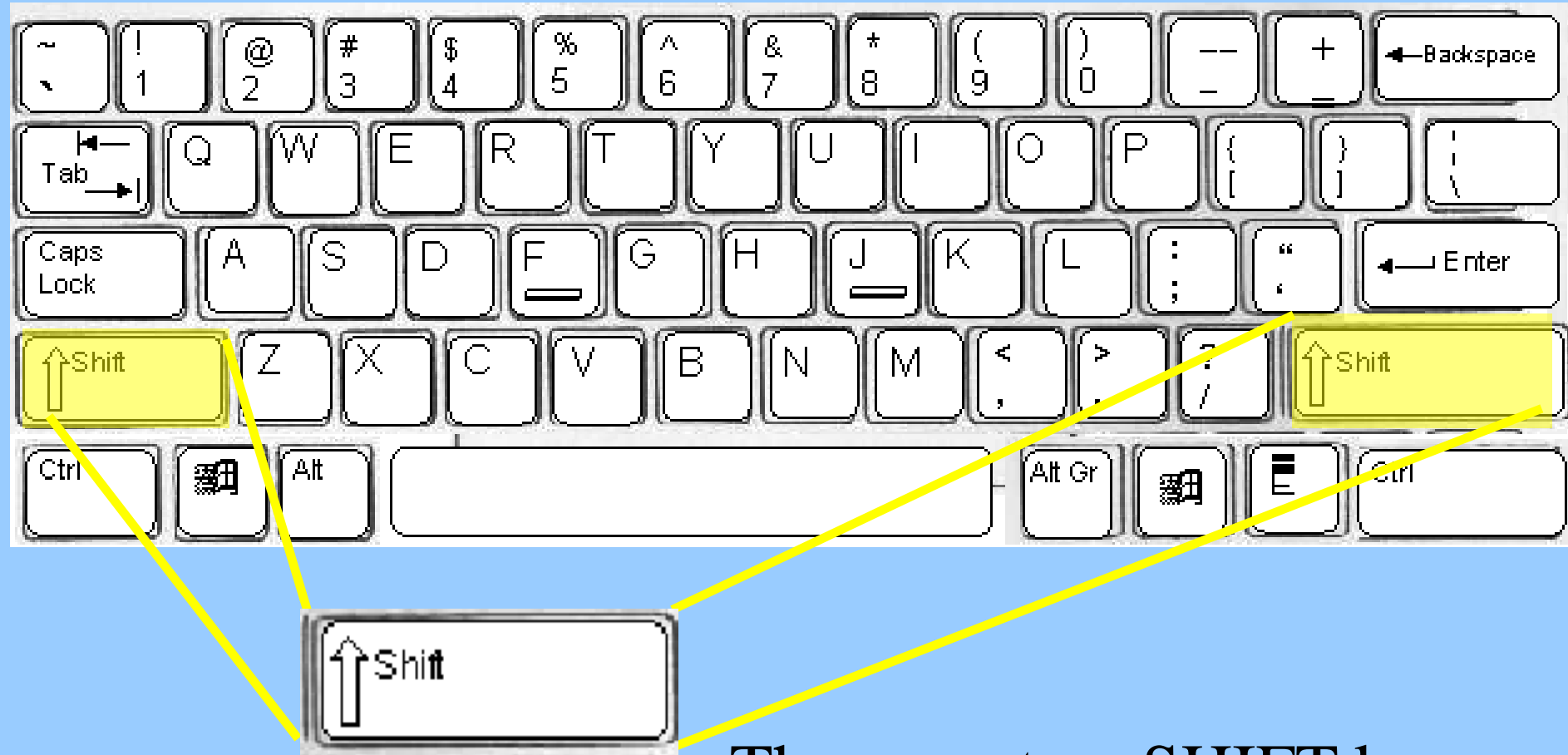
- and the PAGE down button will quickly move **down** the pages of a multi-paged document.



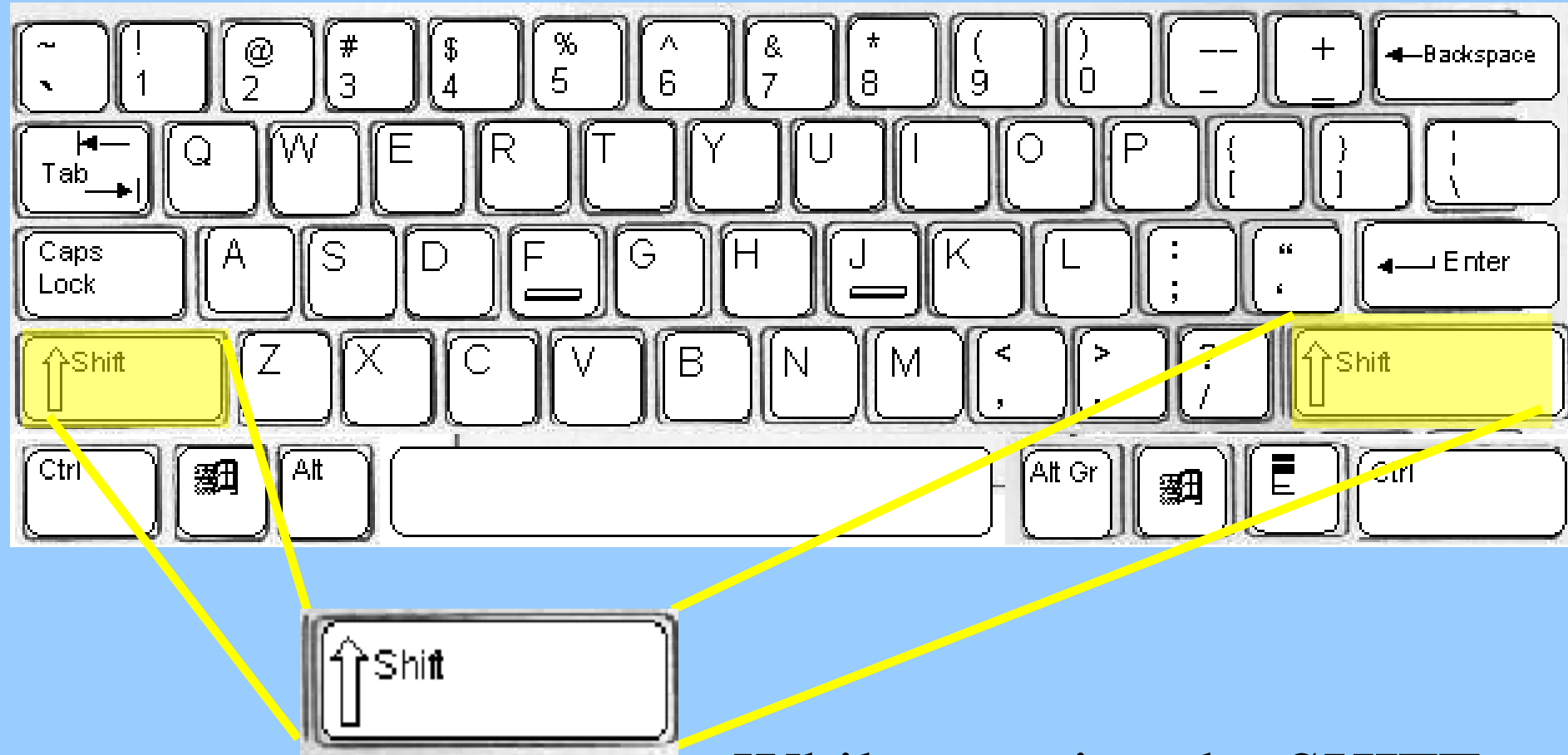
- The **ARROW** keys let you move the **CURSOR** to any place where you already typed.



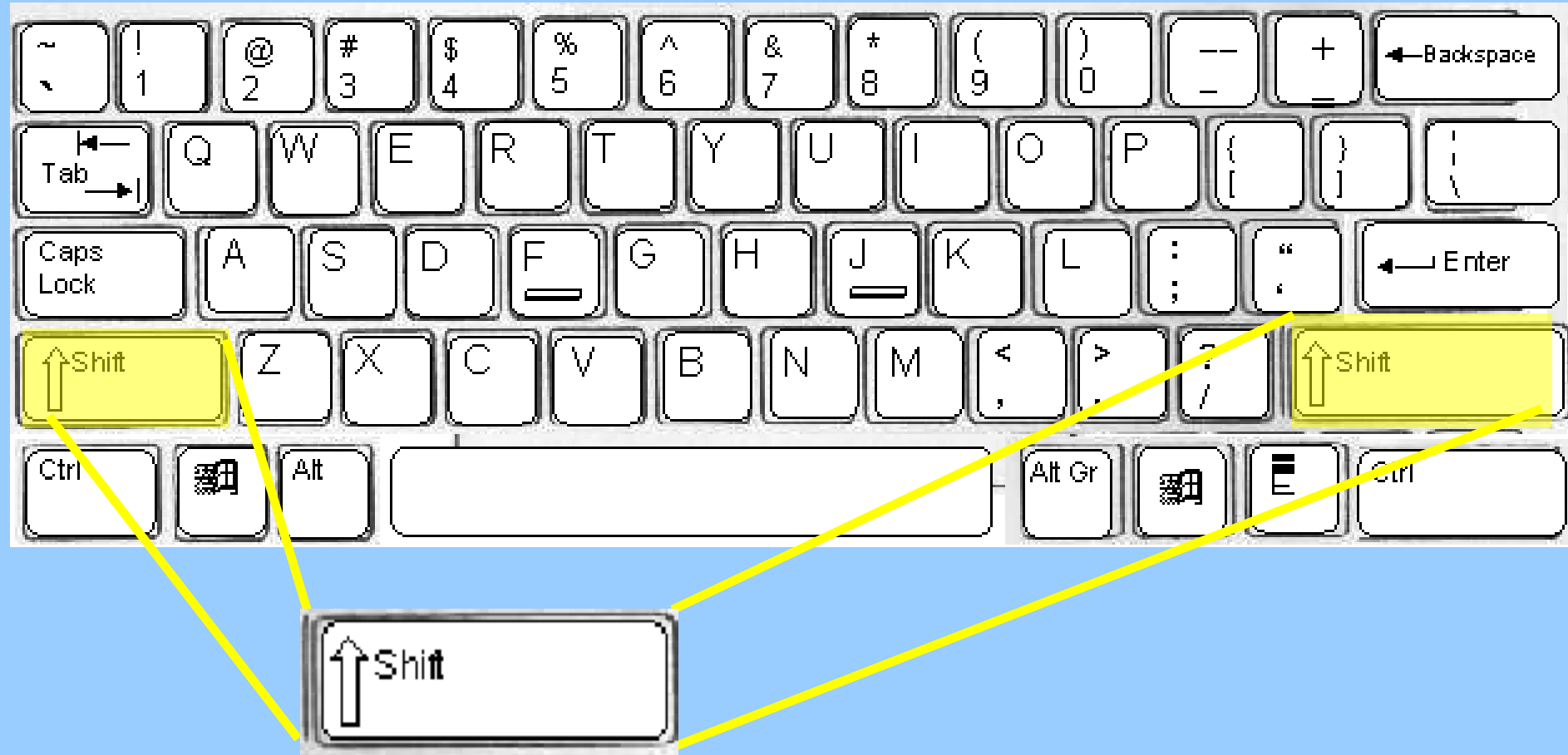
- The SHIFT keys will let you get capital letters and the **upper** symbol of keys that have two symbols on them.



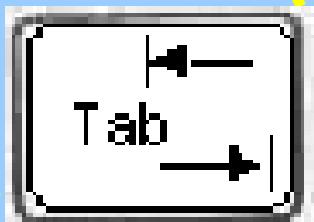
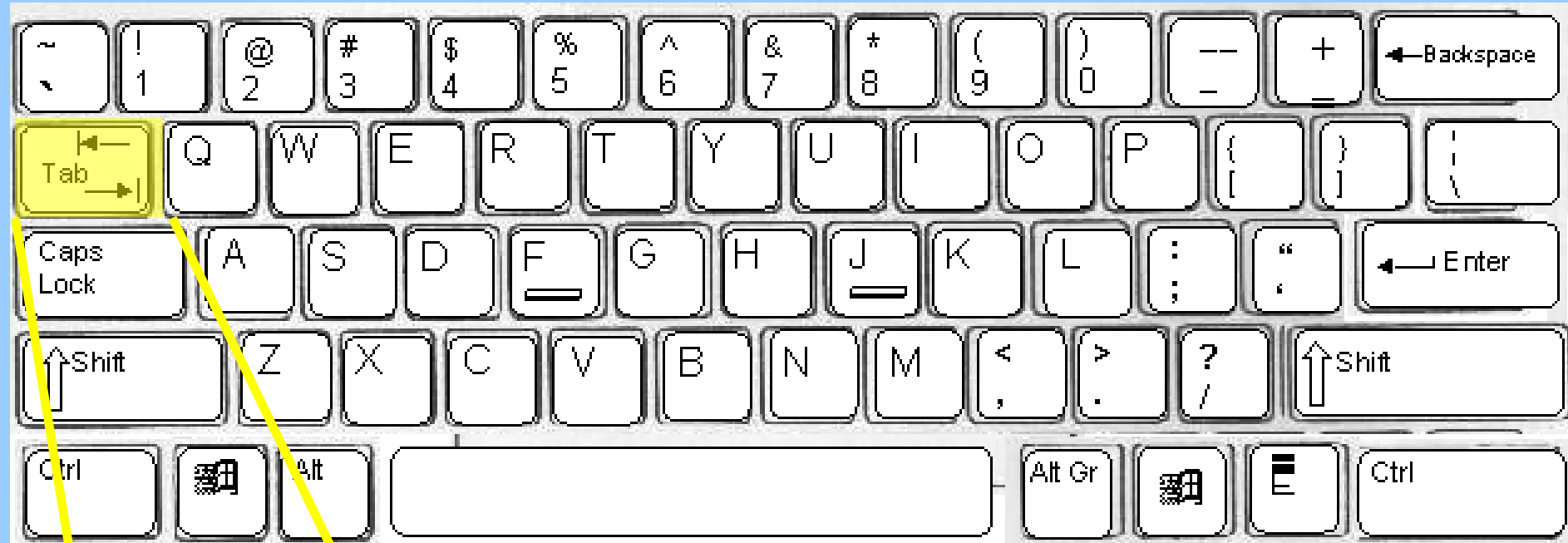
- There are two **SHIFT** keys so that you can always use the correct finger on the rest of the keys.



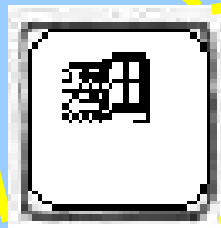
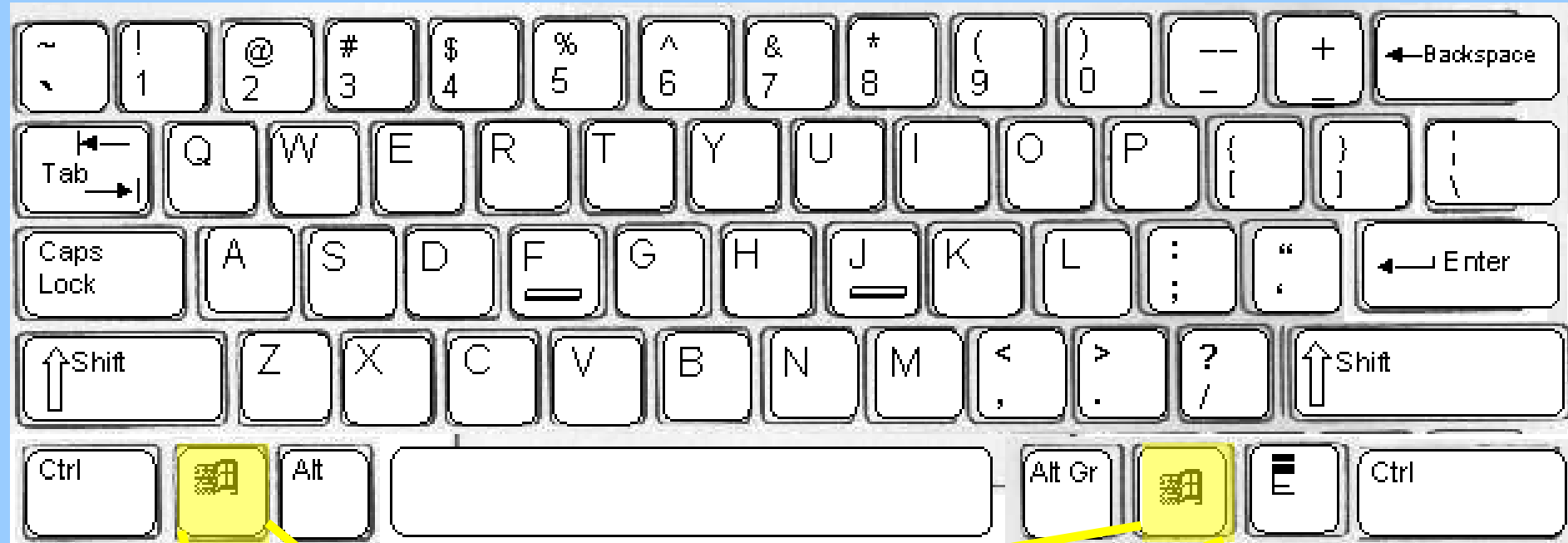
- While pressing the SHIFT key with the LITTLE FINGER of one hand...



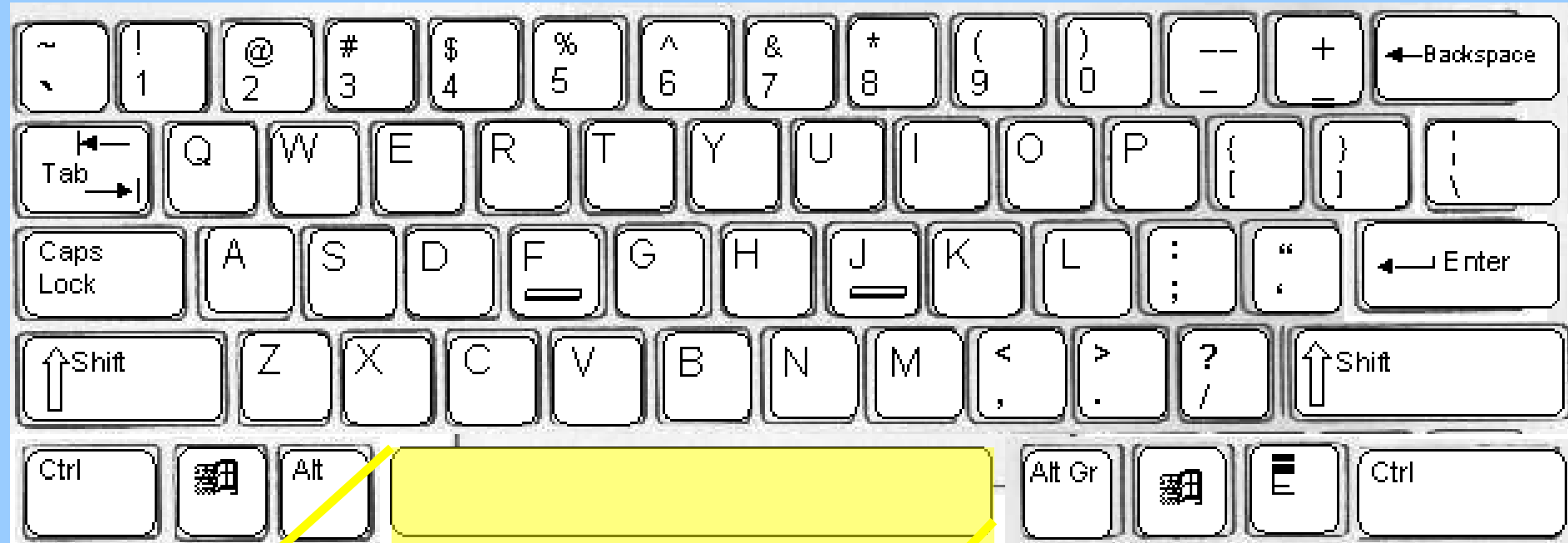
...you press the letter
you want capitalized with the
other hand.



- The TAB key is used to **indent** your paragraphs. Every time you press this key you are moving across the screen five spaces.



- The WINDOWS keys do the same thing as clicking on the Start button on the screen with the mouse.

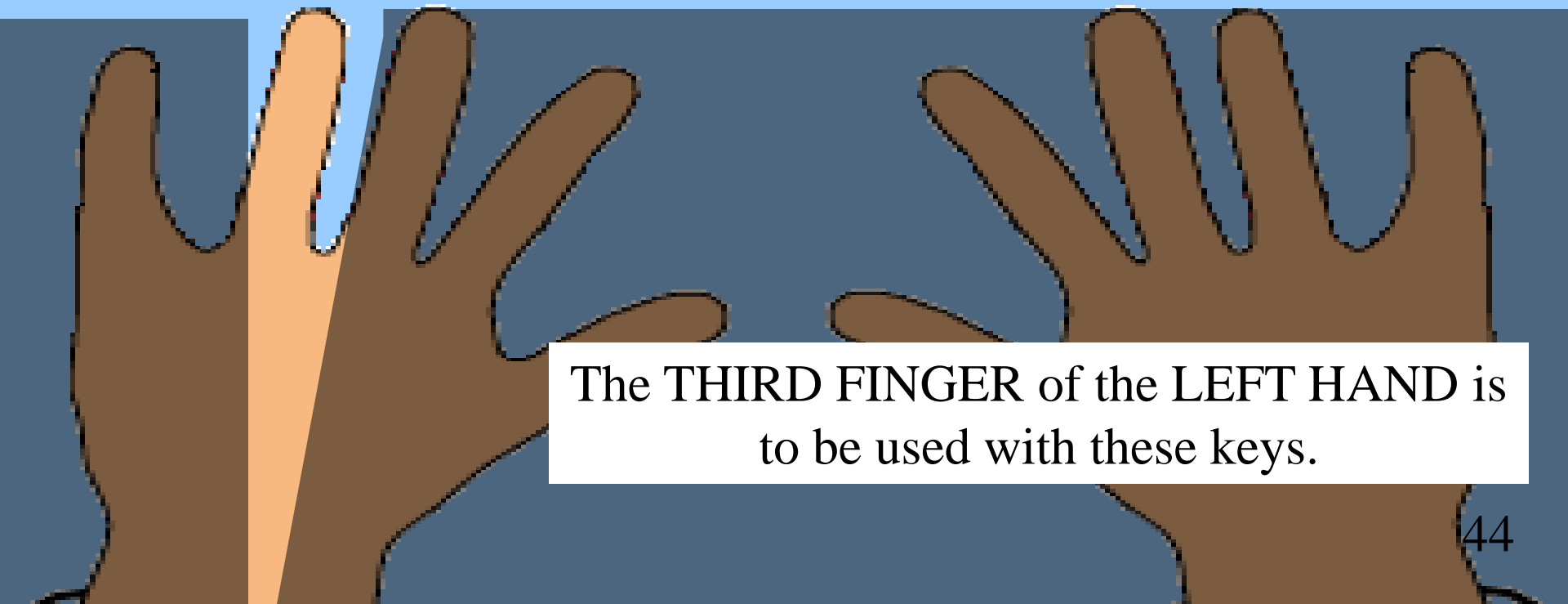


- Every time you press the **SPACE BAR**, you move the **CURSOR** across the screen **one** space.

- You know which fingers go on which keys of the HOME ROW.
- Remember, the INDEX finger of your right hand rests on the ‘J’ key, and the INDEX finger of your left hand rests on the ‘F’ key.
- Let’s find out which fingers go on the other keys.



The **LITTLE FINGER** of the **LEFT HAND**
is to be used with these keys.



The **THIRD FINGER** of the **LEFT HAND** is to be used with these keys.



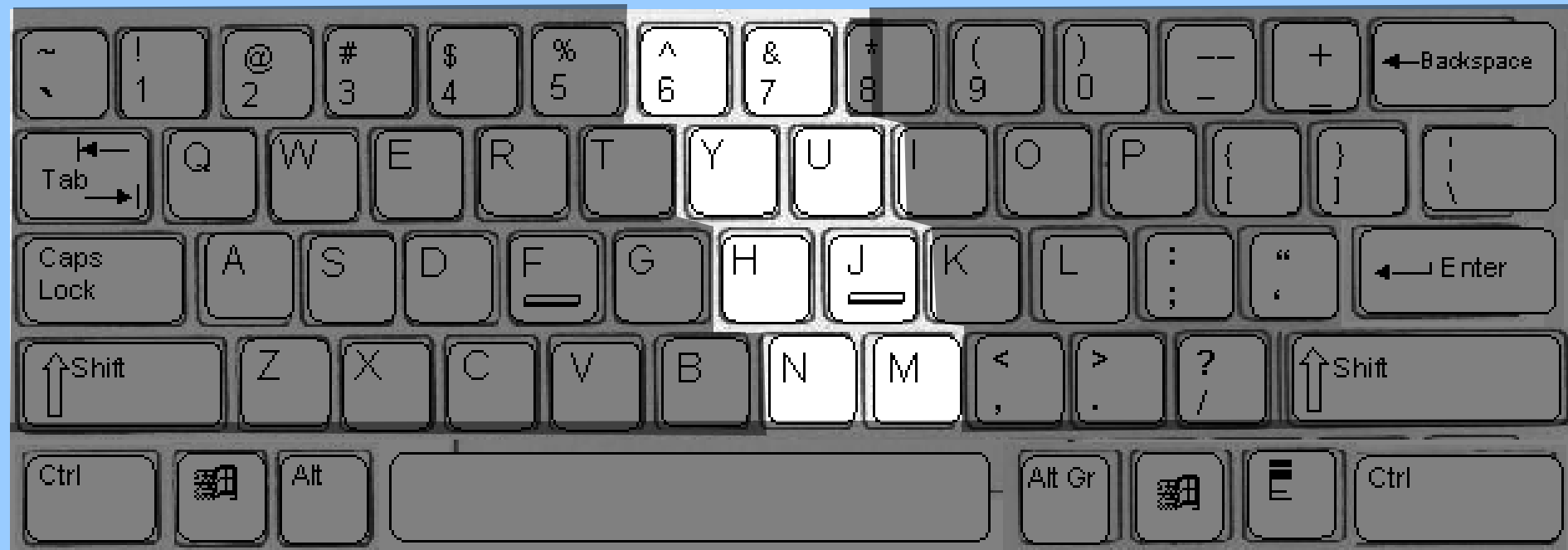
The MIDDLE FINGER of the LEFT HAND is to be used with these keys.



The **INDEX FINGER** of the **LEFT HAND** is to be used with these keys.



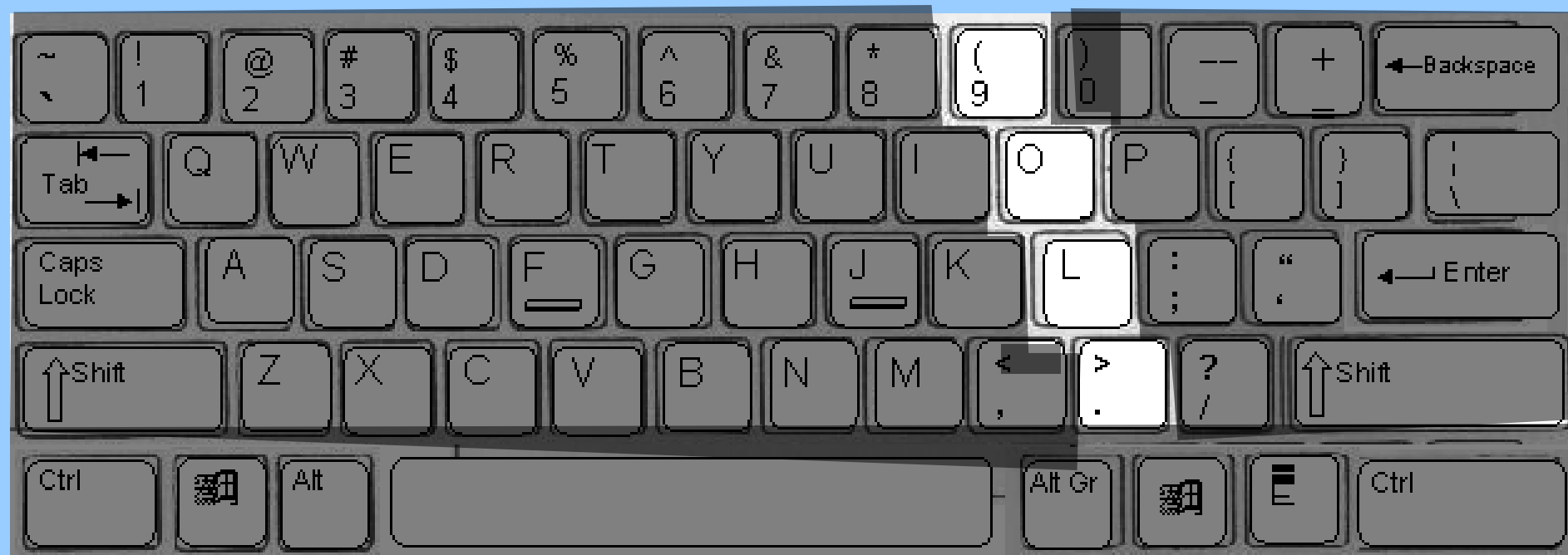
You use your THUMBS for the SPACE
BAR.



The **INDEX FINGER** of the **RIGHT HAND**
is to be used with these keys.



The MIDDLE FINGER of the RIGHT HAND is to be used with these keys.



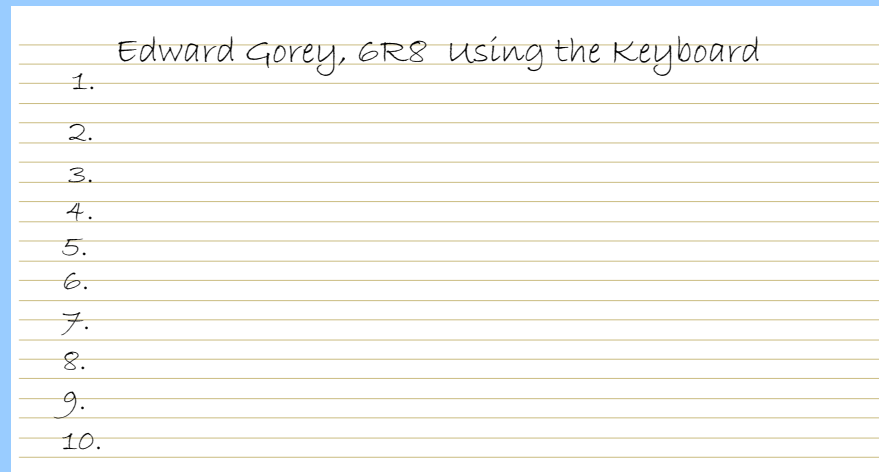
The **THIRD FINGER** of the **RIGHT HAND**
is to be used with these keys.



The LITTLE FINGER of the RIGHT HAND
is to be used with these keys.

Please print the following information on the answer sheet...

- Your name and section
- The words *Using the Keyboard*
- The numbers 1 to 10



Edward Gorey, GRS Using the Keyboard

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

1. What is the name of the group of keys A, S, D, F, J, K, L, ;?;

A. Home Base

B. Rest Keys

C. Home Row

D. Main Row

2. Which are the two keys with the bumps that your INDEX fingers rest on?

A. A, ;

B. S, L

C. D, K

D. F, J

3. Which key do you press and hold when you want to make a single letter capitalized?

A. Shift



B. TAB



C. Caps Lock



D. Control



4. What does it mean when the light in this picture is lit?



- A.** The Caps Lock button was pressed, *all* your letters will be capitalized.
- B.** The Scroll Lock button was pushed, your cursor will move down the screen.
- C.** The Num Lock button was pressed, you can now use the Numeric Keypad.
- D.** The TAB key was pressed, your paragraph will now be indented.

5. Which finger of which hand is used to press these keys?

- A. Third finger, Right hand
- B. Little finger, Right hand
- C. Middle finger, Left hand
- D. Little finger, Left hand



6. What does it mean when the light in this picture is lit?



- A.** The Caps Lock button was pressed, *all* your letters will be capitalized.
- B.** The Scroll Lock button was pushed, your cursor will move down the screen.
- C.** The Num Lock button was pressed, you can now use the Numeric Keypad.
- D.** The TAB key was pressed, your paragraph will now be indented.

7. Which key when pressed does the same thing as clicking the Start button on the screen ?

A. Windows



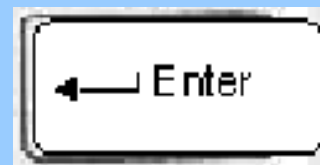
B. Tab



C. Shift



D. Enter



8. Which key can sometimes be used to end a task that you are on?

A. Shift



B. TAB



C. Caps Lock

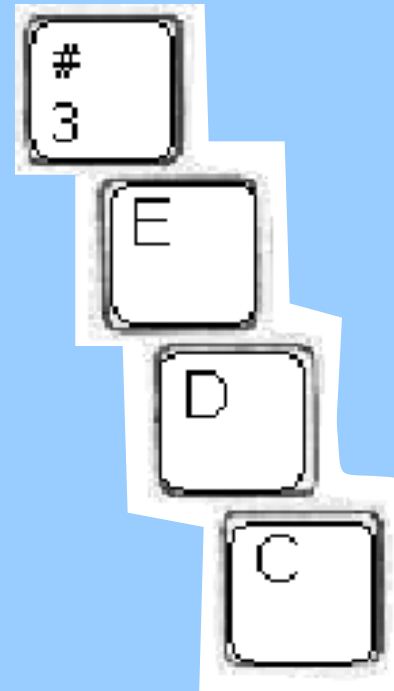


D. Escape



9. Which finger of which hand is used to press these keys?

- A. Third finger, Right hand
- B. Little finger, Right hand
- C. Middle finger, Left hand
- D. Little finger, Left hand



10. Which key do you press to indent your paragraphs?

A. Shift



B. TAB



C. Caps Lock



D. Control



You are now finished with the Using the Keyboard worksheet. Press the Esc key and open and do the worksheet called Disks, Files and Memory.