

COMPUTER & LIBRARY TRAINING

Computers for Beginners 2: Use the Keyboard



Learning Objectives

In this class you will:

1. Learn proper keyboarding posture.
2. Familiarize yourself with alphabet keys, number keys and special symbol keys.
3. Practice typing using an online tutorial.
4. Review where to get more online typing practice.

Keyboarding Posture

Exercising proper posture and technique will allow you to type efficiently and avoid injury.



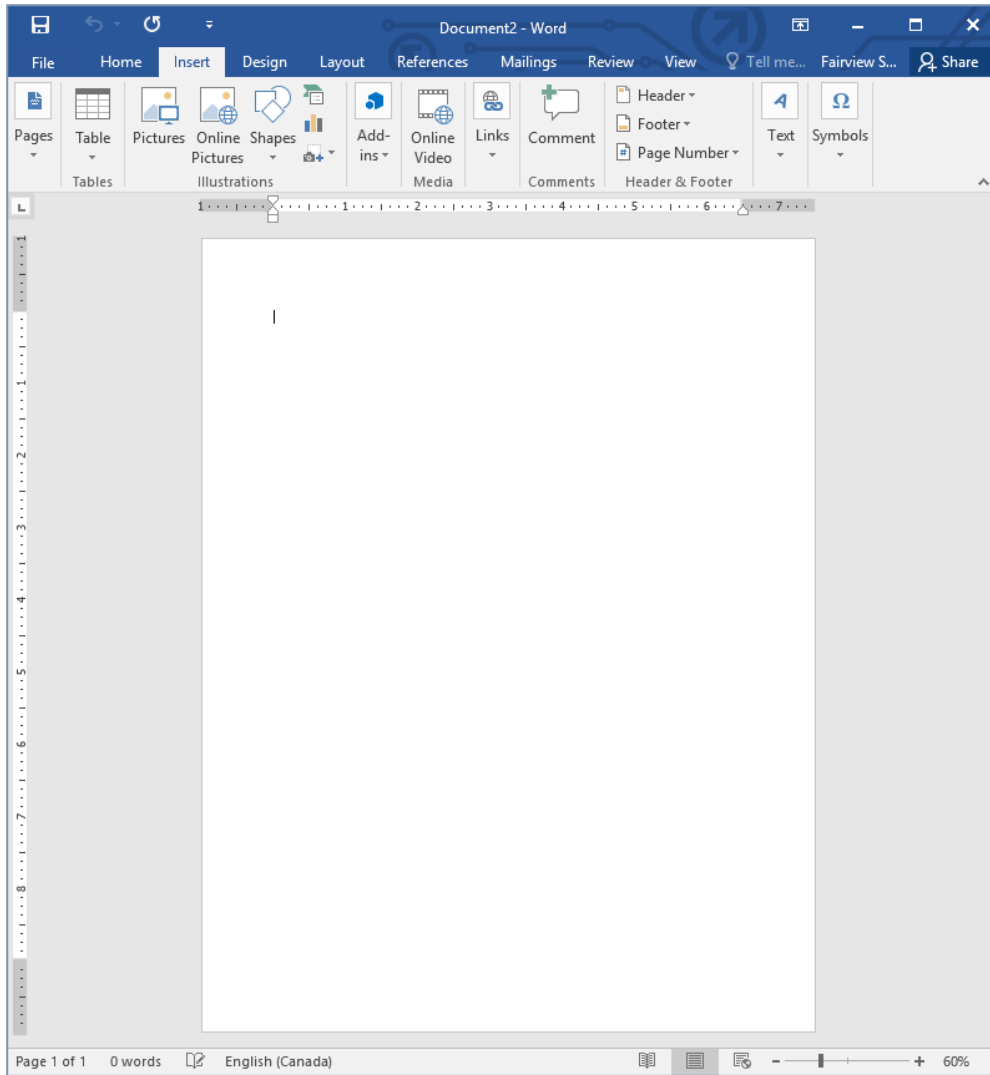
- Sit up straight with feet flat on the floor.
- Adjust your chair and keyboard height so your elbows are at 90-degree angle with arms close to your sides.
- Keep wrists straight and fingers curved over the keys.
- Adjust the height of the monitor so the top of the screen is at eye level.

Word Processing Application

Microsoft Word is a word processing application used for electronically writing and storing documents such as letters, resumes, research papers and many more.

1. Using the mouse, **double click** on the Microsoft Office Word icon on the desktop to open the application.

TIP: Double click (two quick taps on the left mouse button) is used to open a file or start a program.



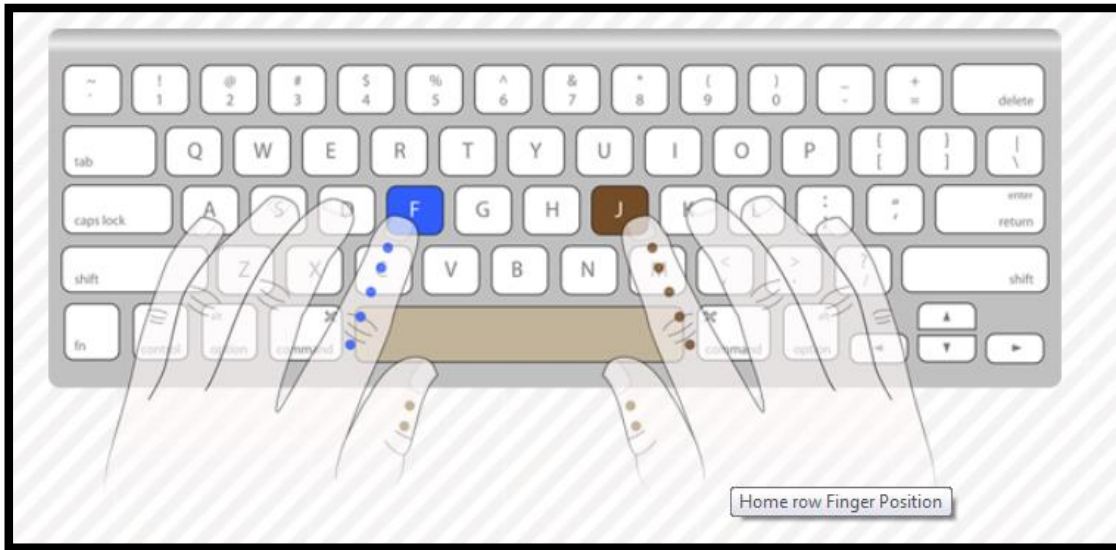
The white workspace represents a sheet of paper. The black flashing line is called the **text cursor**. The text cursor shows you where you are typing. We will practice keyboarding here.

TIP: Microsoft Word is just one example of an application used for word processing. You can use other applications such as **Notepad, Pages, WordPad, Google Docs** and more.

Touch Typing

Touch typing is the ability to use muscle memory to find keys quickly using all fingers. Touch typing is an acquired skill that takes practice. **For now, we will NOT be learning Touch Typing. Don't worry if you use only a few fingers. You will get more comfortable with practice.**

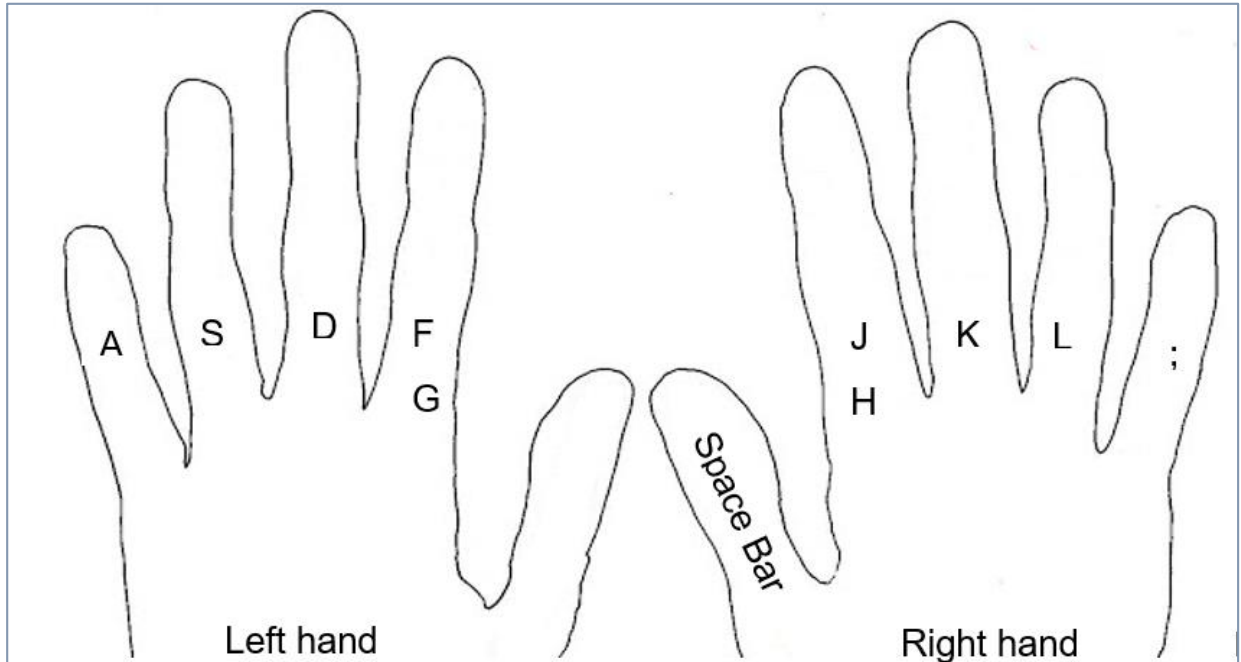
In North America, we use a **QWERTY** keyboard. **Can you guess why?**



The hand diagrams depict the finger positioning for touch typing and are for your *reference only*.

Typing

Home Row



Other Important Keys

Space

When you press the **Spacebar** key, it will move your cursor to the right and enter an empty space between words or characters.

Enter

When you press the **Enter** key, it will move your cursor to the next line below. You can then begin typing a new line.

Backspace

When you press the **Backspace** key, it will move your cursor backwards, and erase typing errors.

TIP: Saying the key aloud (or in your head) as you type will boost memory.

Exercise 1: Home Row Practice

1. Type **asdfg**
2. Press **Enter** to begin a new line

Repeat Twice.

3. Type **;lkjh**
4. Press **Enter**

Repeat twice.

5. Type **asdfg ;lkjh**

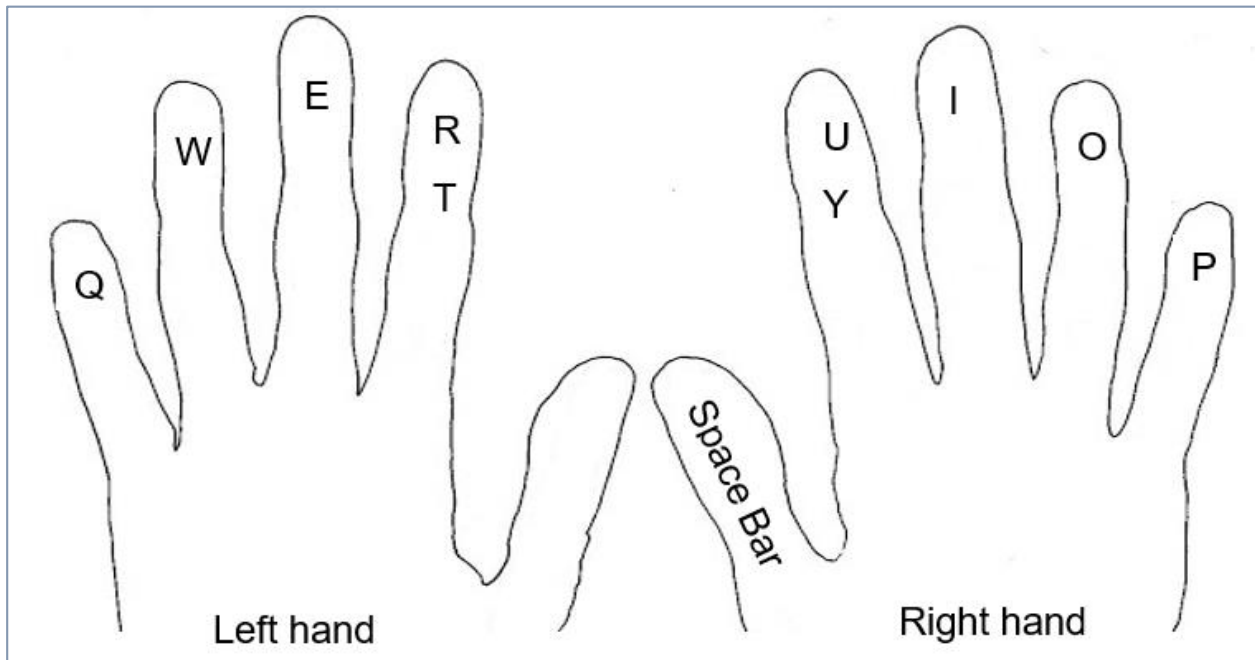
TIP: Use the spacebar to create a space between g and ;

6. Press **Enter**

Repeat twice.

TIP: Microsoft word will automatically capitalize the first letter of a sentence for you. Just ignore the capitalization for this exercise.

Exercise 2: Top Row Practice



1. Type **qwert**
2. Press **Enter**

Repeat twice.

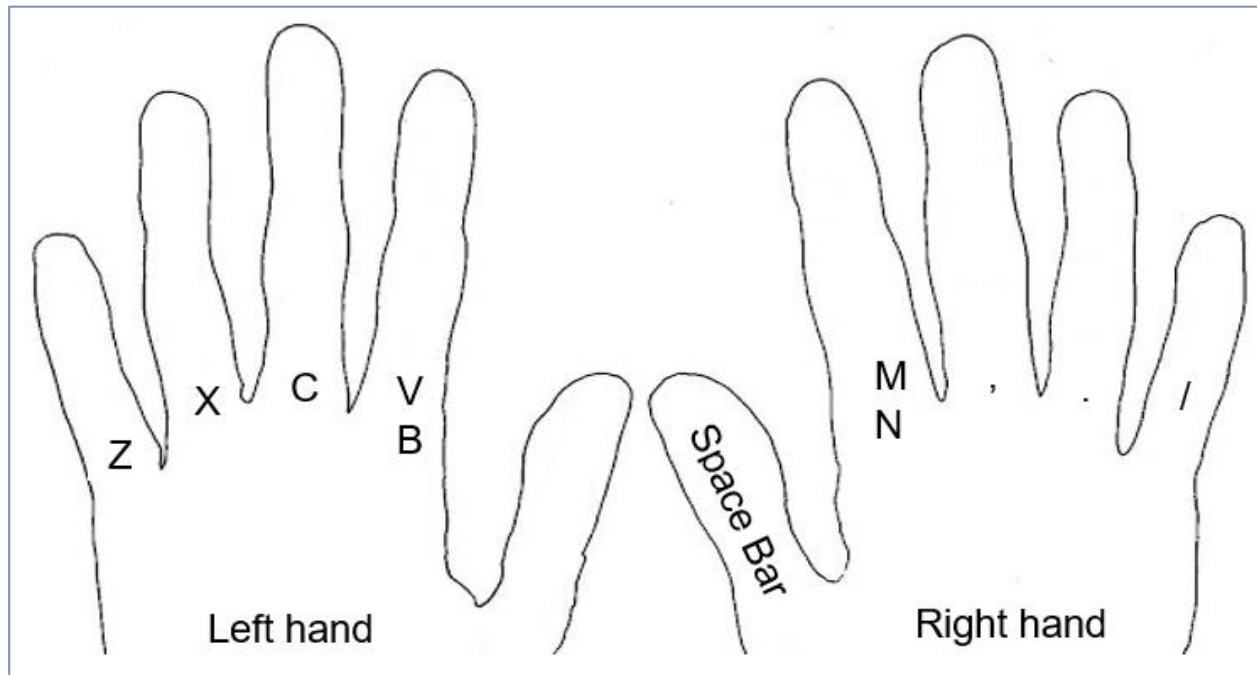
3. Type **poiuy**
4. Press **Enter**

Repeat twice.

5. Type **qwert poiuy**
6. Press **Enter**

Repeat twice.

Exercise 3: Bottom Row Practice



1. Type **zxcvb**
2. Press **Enter**

Repeat twice.

3. Type **/,mn**
4. Press **Enter**

Repeat twice.

5. Type **zxcvb /,mn**
6. Press **Enter**

TIP: Use your mouse to **scroll** down the page when you start to run out of room.

Exercise 4: All the Alphabet Keys

A pangram is a sentence that contains all letters of the alphabet. With practice, the location of each key will become embedded in your memory.

1. Type **A quick brown fox jumps over the lazy dog**
2. Press **Enter**

Repeat twice.

Shift Keys

The **Shift** keys on the keyboard can help us type capital letters. The **Shift** keys can also help us type other keyboard characters. Notice on the keyboard, some keys have more than one characters. The **Shift** keys allows us to access the top character such as the question mark.

~ `	! 1	@ 2	# 3	\$ 4	% 5	^ 6	& 7	* 8	(9) 0	- _	+ =	Delete
Tab	Q	W	E	R	T	Y	U	I	O	P	{ [}]	 \ _
Caps	A	S	D	F	G	H	J	K	L	: ;	" '	Enter	
Shift	Z	X	C	V	B	N	M	< ,	> .	? /	Shift		
Ctrl		Alt							Alt			Ctrl	

Exercise 5: Using Shift to Capitalize

To capitalize a letter, hold down one of the **Shift** keys, tap on the letter, then release the Shift key. **You can use two hands for this exercise!**

1. Type **A Quick Brown Fox Jumps Over The Lazy Dog**
2. Press **Enter**

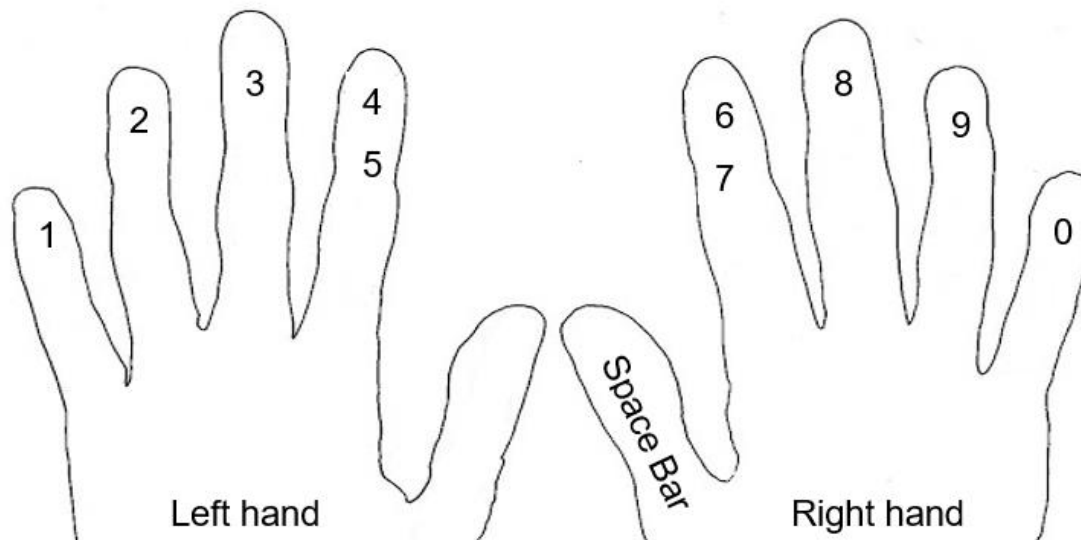
Take a Stretch Break!

Take frequent breaks when working at the computer. While working, you are sitting in an unnatural position, reaching for the mouse, and staring at the screen.

- Look away from the computer screen.
- Stand up and stretch your shoulders
- Gently roll your head to relieve neck strain.
- Shake hands out gently, and open and close your fingers.

OPTIONAL: Symbols & Numbers

Reaching the numbers and symbols and the upper row require some hand movement and a little stretch of the fingers.



OPTIONAL Exercise: Numbers Practice

1. Type **12345**
2. Press **Enter**

Repeat twice.

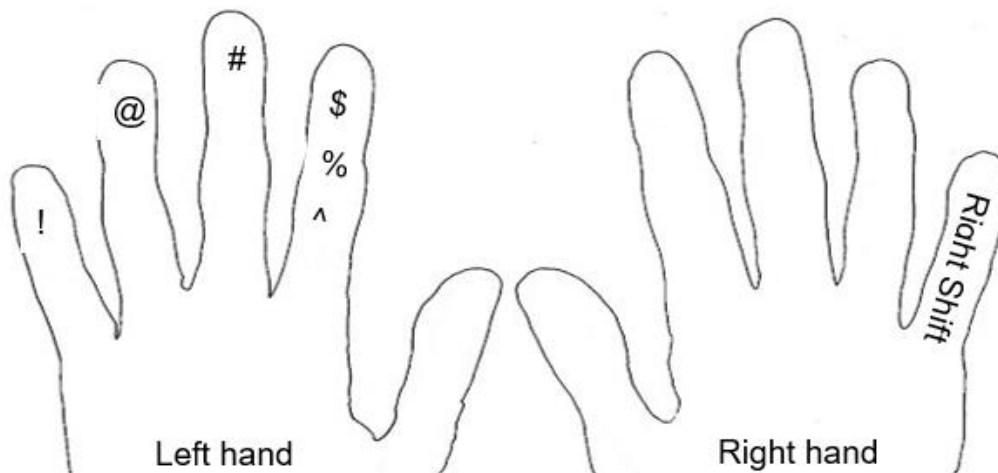
3. Type **67890**
4. Press **Enter**

Repeat twice.

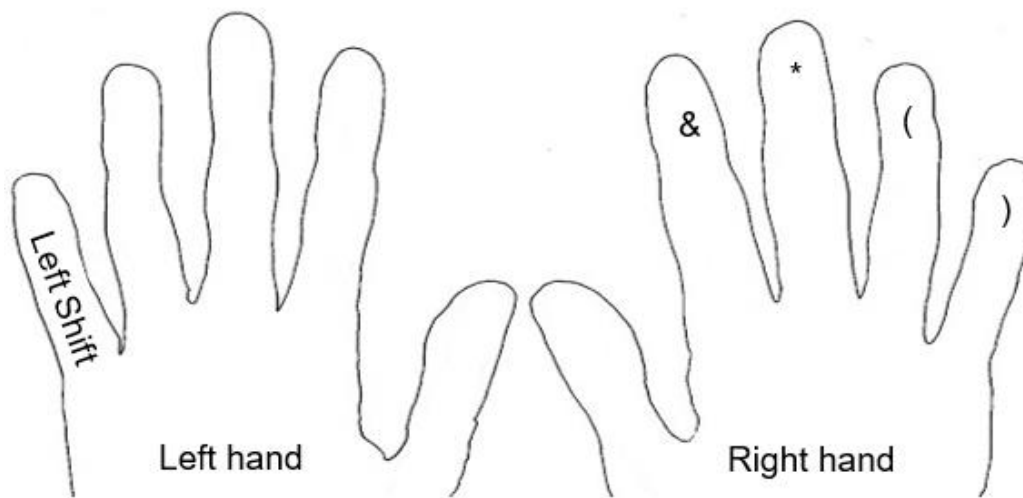
In order to type the symbols in the upper row, rather than the number, you need to hold down the **Shift** key and then tap the key for the symbol you want.

~	!	@	#	\$	%	^	&	*	()	-	+	Delete
·	1	2	3	4	5	6	7	8	9	0	_	=	
Tab	Q	W	E	R	T	Y	U	I	O	P	{	}	
	[]											\
Caps	A	S	D	F	G	H	J	K	L	:	"	'	Enter
	;	,	.										
Shift	Z	X	C	V	B	N	M	<	>	? /		Shift	
	,	.											
Ctrl		Alt								Alt			Ctrl

Hold down the right **Shift** key, and use the corresponding fingers on the left hand to create the symbols **!@#\$%^**.



Hold down the **Shift** key, and use the corresponding fingers on the right hand to create the symbols **&*()**.



OPTIONAL Exercise: Symbols Practice

1. Type **!@#\$%^**
2. Press **Enter**

Repeat twice.

3. Type **&*()**
4. Press **Enter**

Repeat twice.

5. Type **!@#\$%^&*()**

Secure Passwords

Question: When would you use special characters? Consider an email address such as news@cbc.ca or how about when you create a password?

Using a secure password - something unique that will be difficult, if not impossible, for others to guess - is the first step to keeping your information and identity safe online.

Some elements of a strong password include (but are not limited to):

- Minimum of 8 characters in length
- String of random words but not a phrase
- A combination of upper- and lower-case letters, numbers, and symbols

Exercise 6: Combining Keys for Safe Password

<http://howsecureismypassword.net> is a website that estimates how long it will take a computer to crack a password.

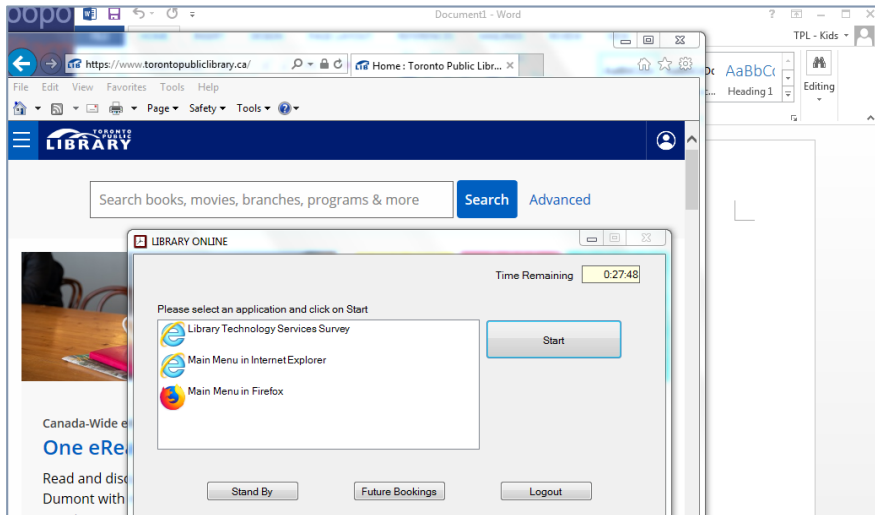
Example	Time to crack
password	instantly
captainpugtree	51 years
Captainpugtree	837 thousand years
C@ptainpugtree	29 million years

Capitalizing a letter makes the password stronger. Adding a symbol to a password makes it even stronger! In the example above, it will take 28,163,000 years longer to crack the password just by adding the @ symbol.

1. Type **captainpugtree** (lowercase)
2. Press **Enter**.
3. Type **Captainpugtree** (capitalize)
4. Press **Enter**.
5. Type **C@ptainpugtree** (combination of upper & lower case letters and a symbol)

Windows: Minimize, Maximize, Restore & Close

A “**Window**” is a separate viewing area in a computer screen. Each window usually represents a different computer program. It could be Word, Excel or a web browser. Multiple windows (and therefore programs) can be open at the same time.



- Each program or file opens in its own window.
- Windows can be controlled with your mouse or can overlap with other windows.
- Windows can be resized, hidden, restored, closed or moved.

Windows typically include a title bar, a toolbar and a working area. No matter what program or file it belongs to, every window has the following buttons/controls:



Close - closes the program's or file's window completely



Maximize - opens the window up full screen



Minimize - hides the window from view (it is still accessible from your task bar)



Restore - restores the window to a previously specified size

Using your mouse, click **Close** to close Microsoft Word. There will be a pop up box asking if you want to save the changes. Click **Don't Save**.

Typing Practice Online

Exercise 7: GCF Learn Typing Tutorial

There are different software applications which allow you to access the internet on library computers. You have the option to use:

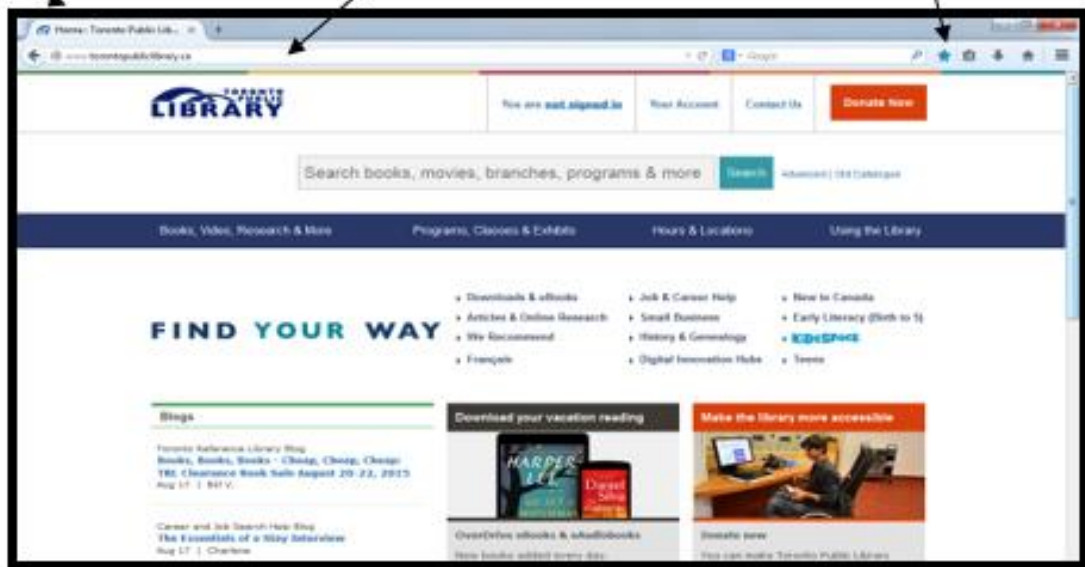
Internet Explorer, Mozilla Firefox, or Google Chrome



Title Bar

Web Address Box

Google Search Shortcut



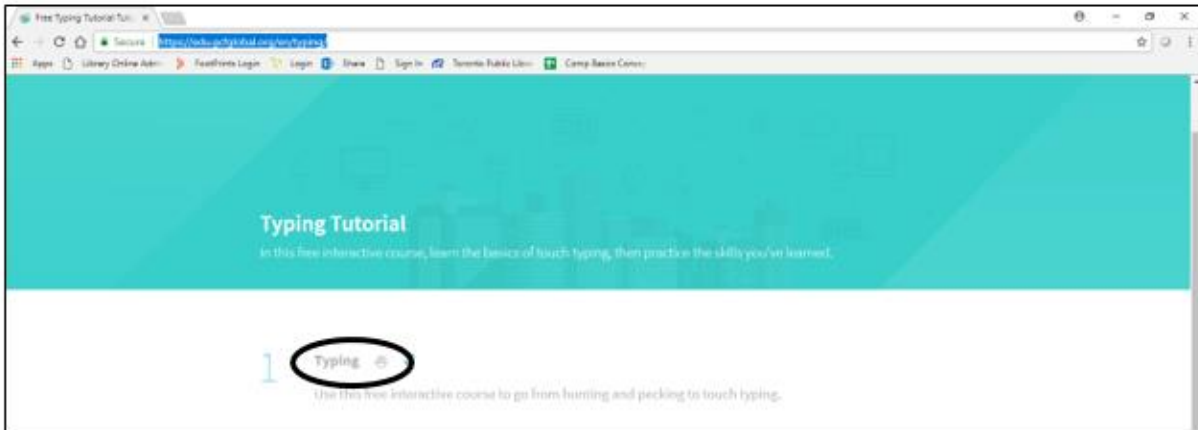
1. Using the mouse, **double click** on the Google **Chrome** icon on the desktop to open application.
2. Click the address bar and type gcflearnfree.org/typing

TIP: Another method to access the website is to use Google search:

Go to www.google.com and search for **gcf typing**.

Click on "Free Typing Tutorial at GCFGlobal".

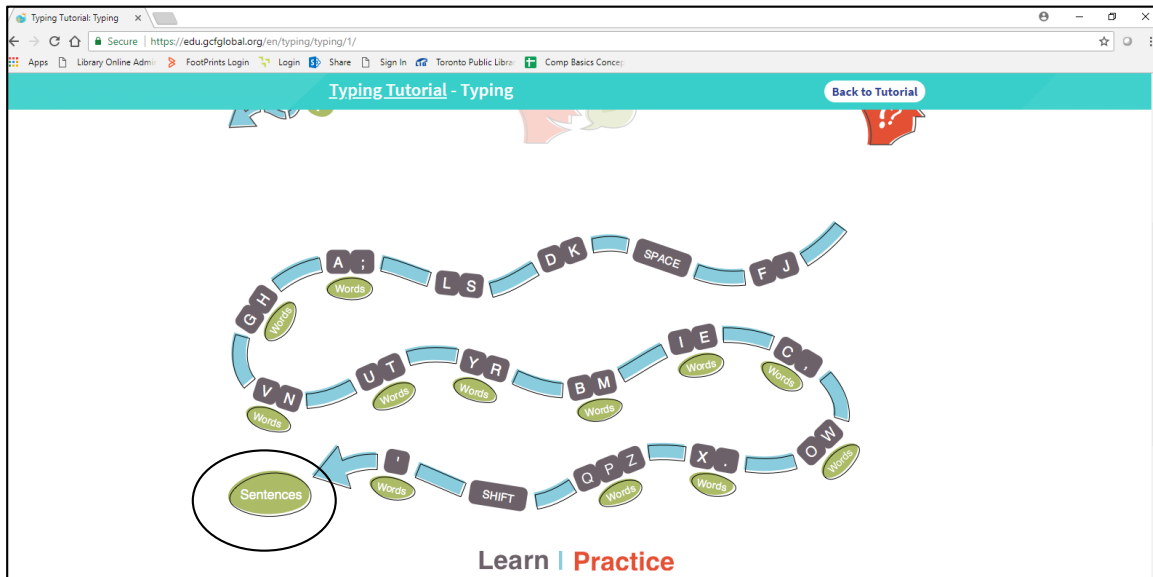
3. Left click **Typing**.



4. Scroll down the screen (use your mouse scroll wheel or the Window's scroll bar) and left click on **Practice**



5. For *full sentence practice*: scroll down and left click on **Sentences**



TIP: Each one of the segments along the path is a typing exercise! You can click on a segment to practice words with a few letters or words with spaces or capitalization (**Shift**).

6. Type a number in the space provided for the number of practice exercises (Example: **10**) and left click on **Start**.
7. Have fun!

Review Quiz

Question #1

To type the \$ symbol, you need to

- a) Hold down the **Shift** key and the number **4** key at the same time.
- b) Hold down the **Ctrl** key and the number **4** key at the same time.
- c) Hold down the number **4** key for 5 seconds.
- d) Press the **Shift** key then press the number **4** key.

Question #2

A secure password has

- a) A minimum of 8 characters in length
- b) String of random words but not a phrase
- c) A combination of upper-and lower-case letters, numbers and symbols.
- d) All of the above

Question #3

The **Backspace** key is used to

- a) Close a window.
- b) Erase typing errors.
- c) Go to a website.
- d) Move the cursor to the bottom of the page.

Answer Key

1. **A** – Hold down the **Shift** key and the number **4** key at the same time.
2. **D** – All of the above.
3. **B** – Erase typing errors.

WRAP UP: Common features to keep you fearless!

It takes time to learn a new skill. Computer applications are no different. But with time and practice it gets easier. It's also fun to learn something new!

At first you might be concerned about making a "mistake" but try not to be. You can't really "break" anything! You can always make a copy (or a backup) of a file before editing or changing it.

And while there is a learning curve it's good to know that there are many common functions across different programs. It may surprise you to know that most functions are found in the same menus in different software.

Understanding the similarities across different programs can really help you use and learn a new one.

Remember to practice! Take the class again if you want to. Or, if you want a new challenge, take one of the other classes.

Where to Learn More: Practice, Practice, Practice

GCF Learn Free Typing Tutorial

gcflearnfree.org/typing

Keybr - Online keyboarding lesson

keybr.com

Peter's Online Typing Course

typing-lessons.org

Power Typing

powertyping.com

Typing Club

typingclub.com/sportal/catalog.html

typeonline.co.uk

typeonline.co.uk/lesson1.html

TIP: In North America we use a **QWERTY** keyboard. Avoid **DVORAK** keyboard lessons.

Thank-you for attending!