

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 Software

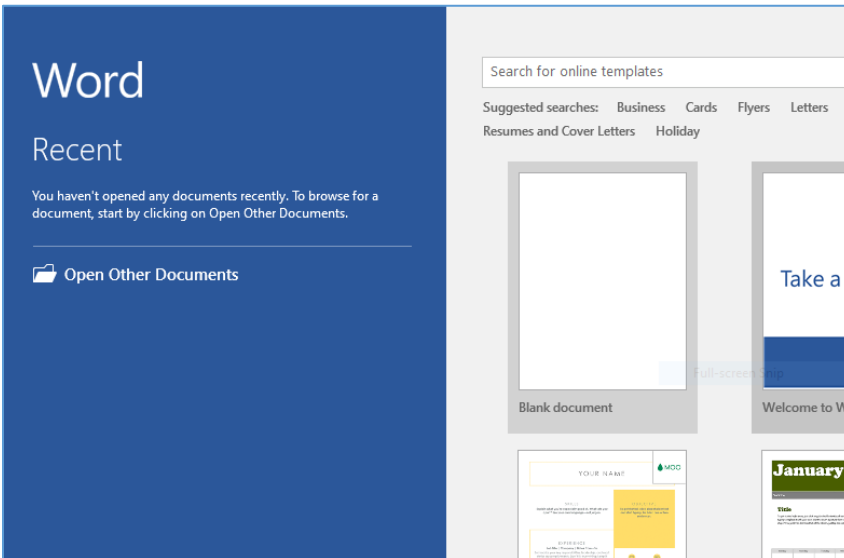
Microsoft Word is a word processing application, or software, used for electronically writing and storing documents such as letters, resumes, research papers and much more.

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

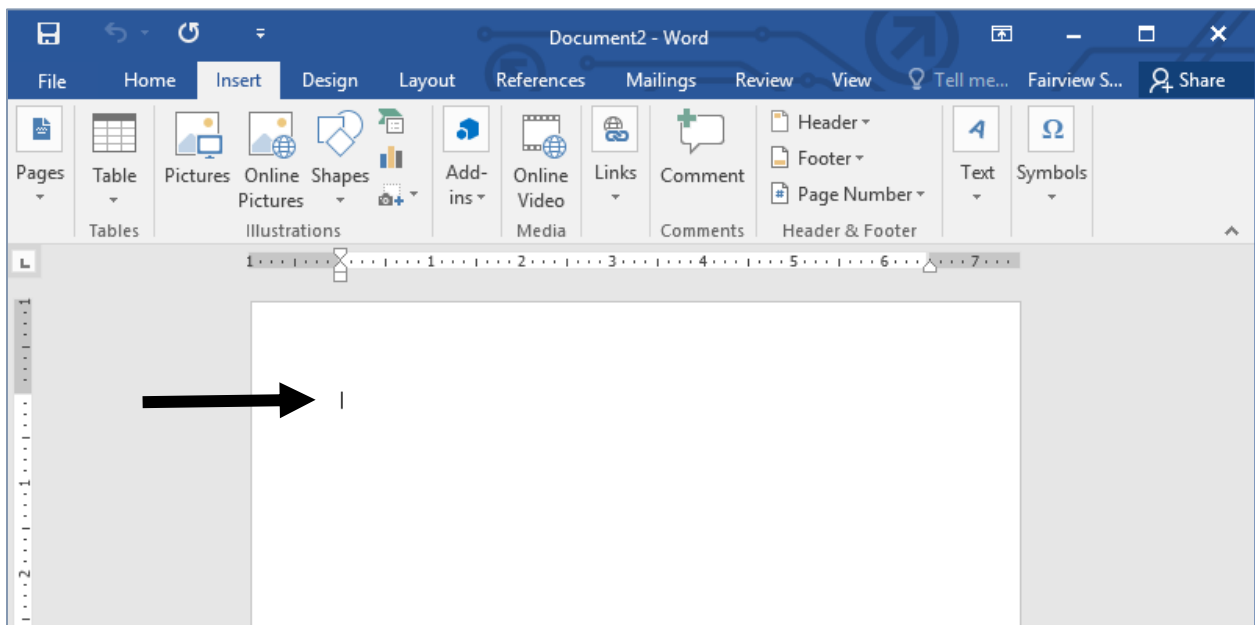


TIP: Double click (two quick taps on the left mouse button) is used to open a file or start a program.

2. **OPTIONAL:** you *may* need to Click on **Blank Document** when using Word at home, here in the library a new document should automatically open.



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, or typing, 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.

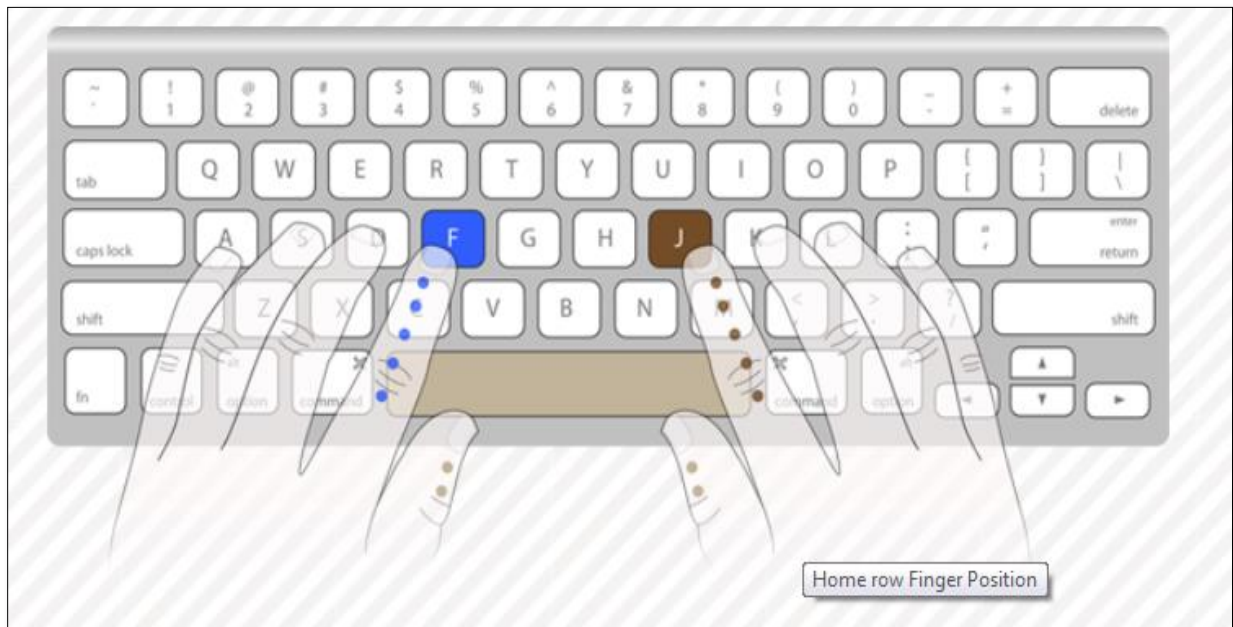
Touch Typing

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?**

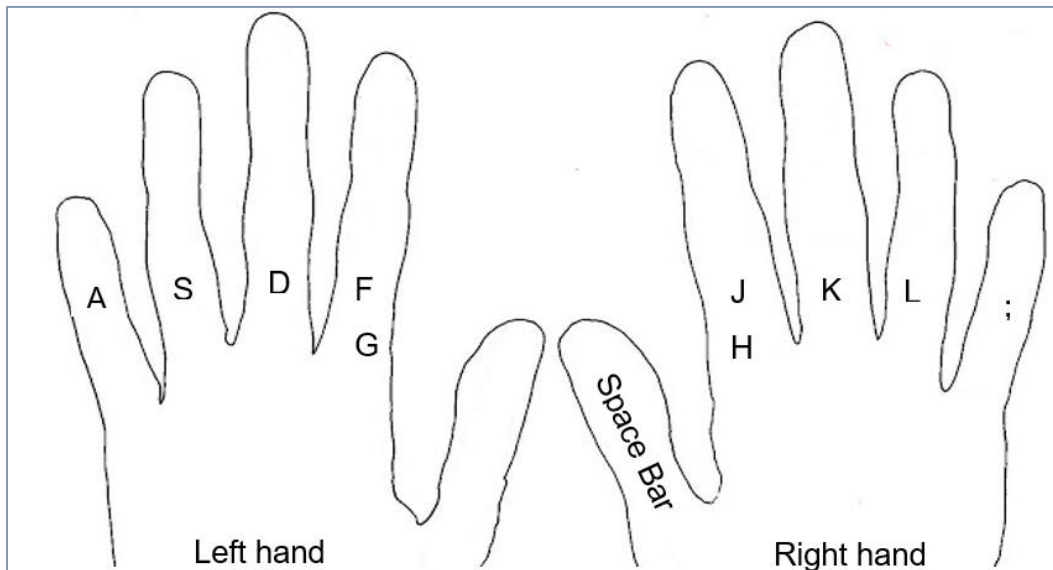
There are a number of theories including jamming typewriters, telegraph operators and which patent ended up dominating manufacturing.

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. **Note:** on typing practice sites a space is often represented this symbol: `␣` (like a square bracket on its side.)

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 **;lkj**
4. Press **Enter**

Repeat twice.

5. Type **asdfg ;lkjh**

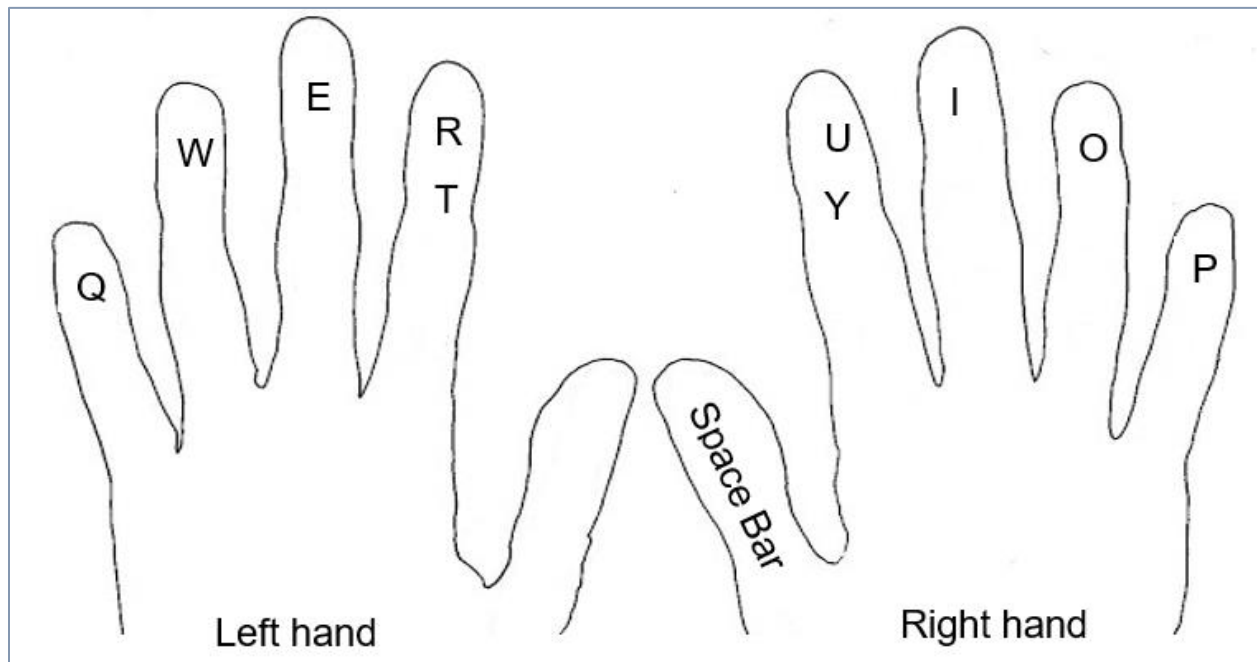
TIP: Use the spacebar to create a space between g and the semi-colon.

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.

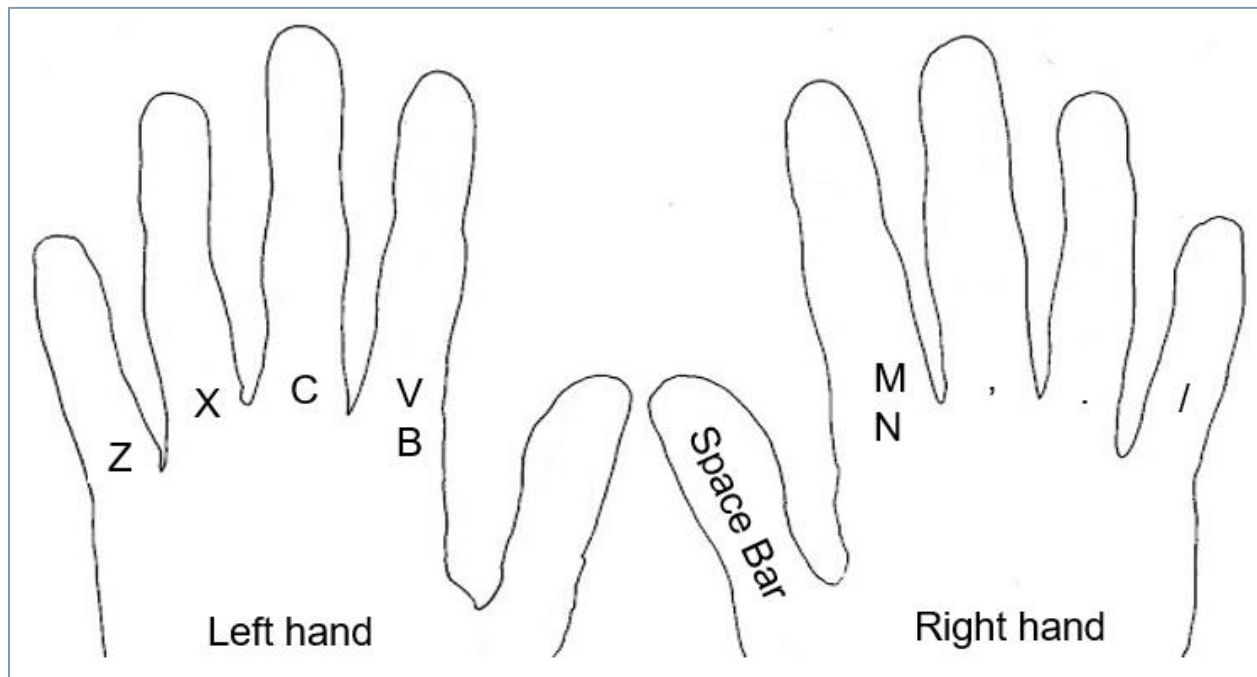
3. Type **poiuy**
4. Press **Enter**

Repeat twice.

5. Type **qwerty 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**

Repeat twice.

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

Challenge: try this sentence for even more practice:

Watch "Jeopardy!", Alex Trebek's fun TV quiz game.

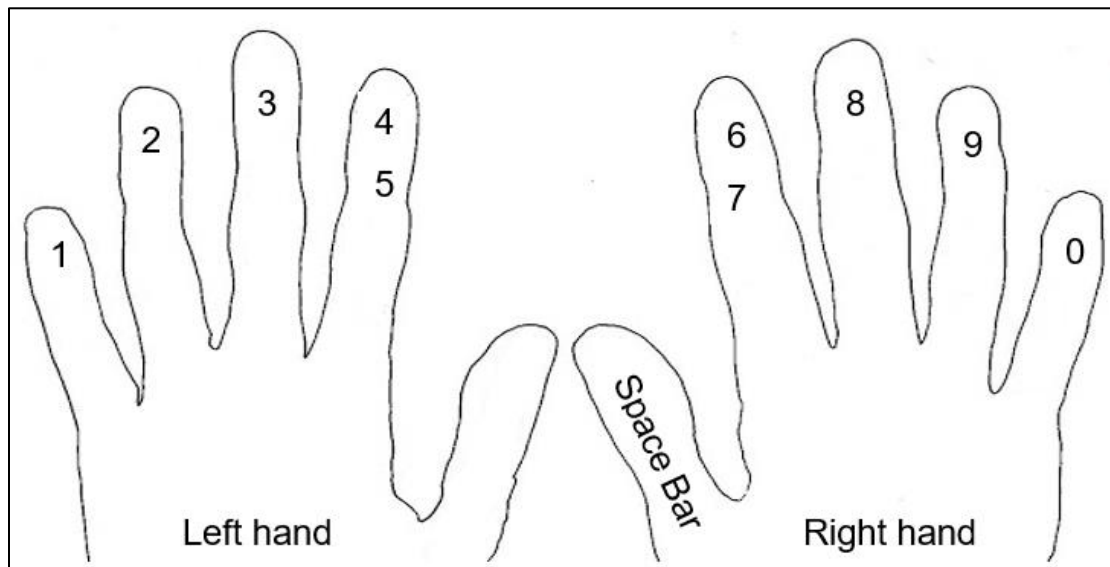
Take a Stretch Break!

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 Exercise: 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

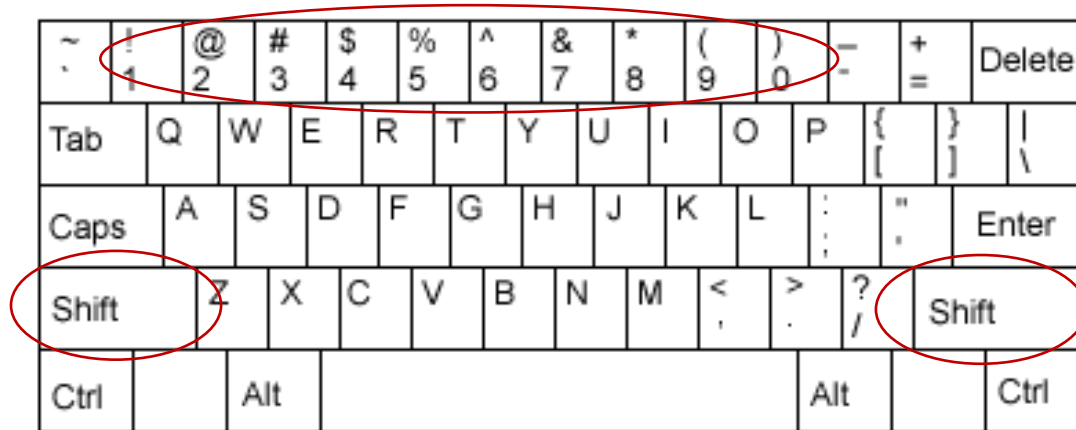
1. Type **12345**
2. Press **Enter**

Repeat twice.

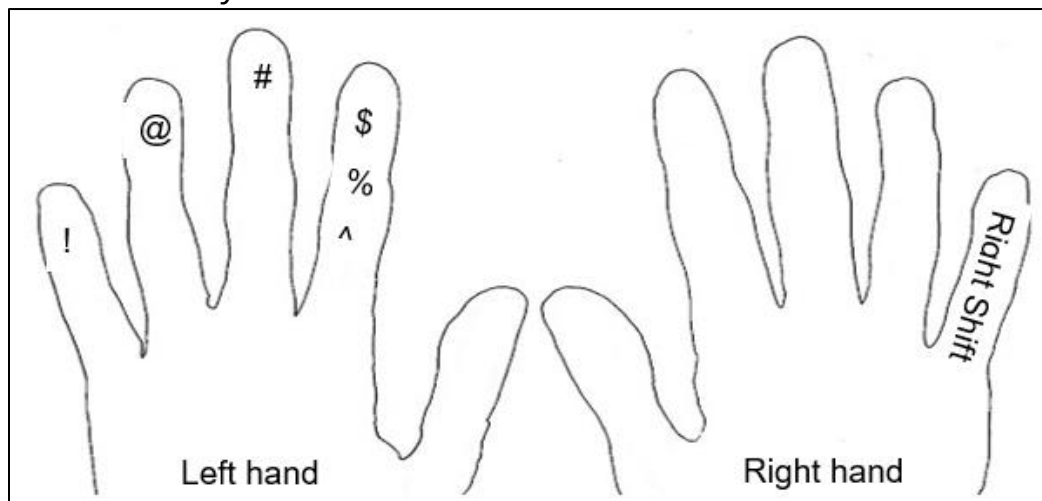
3. Type **67890**
4. Press **Enter**

Repeat twice.

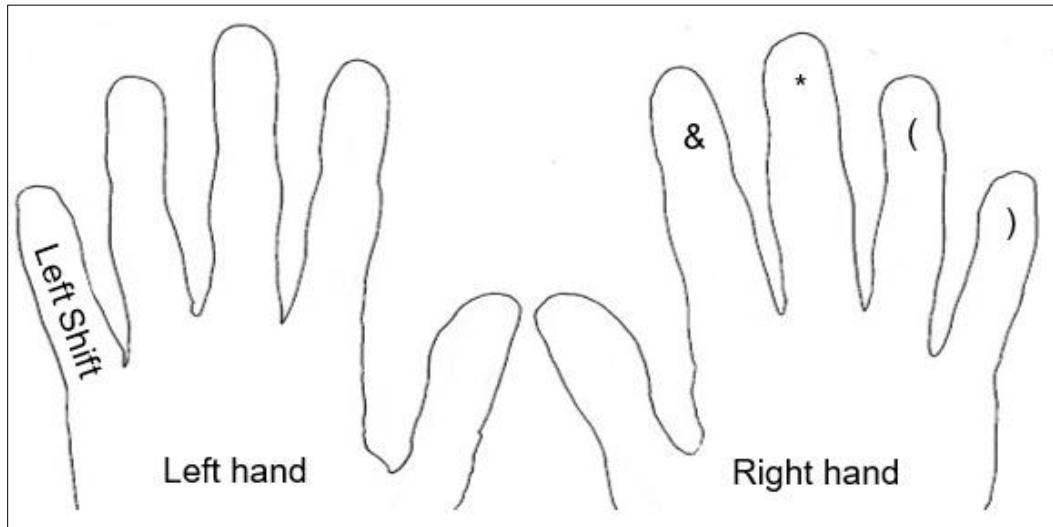
In order to type the symbols in the upper row, rather than the number, you need to hold down the **Shift** key and then tap the key for the symbol you want.



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 symbols and 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 (the longer the better)
- String of random words but not a phrase
- A combination of upper- and lower-case letters, numbers, and symbols

Exercise 6: [Demo] Combining Keys for Safe Password

<https://www.security.org/how-secure-is-my-password/> 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

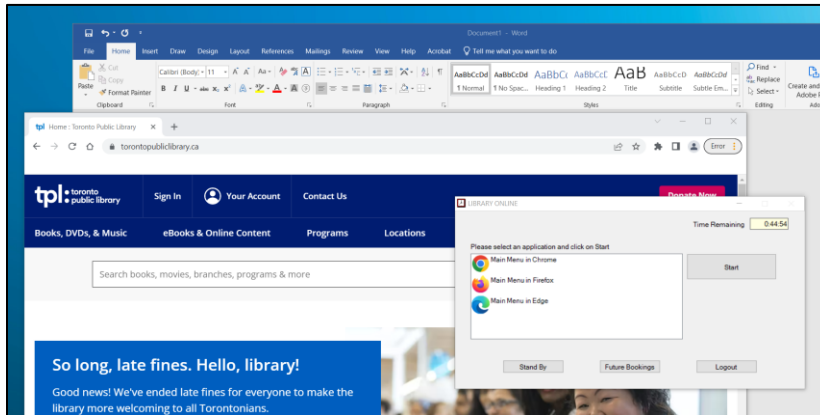
Capitalizing a letter makes the password stronger. Adding a symbol to a password makes it even stronger! In the example above, it will take 28,163,000 years longer to crack the password just by adding the @ symbol. Let me demonstrate:

- **captainpugtree** (lowercase)
- **Captainpugtree** (capitalize C)
- **C@ptainpugtree** (combination of upper & lower case letters and a symbol)

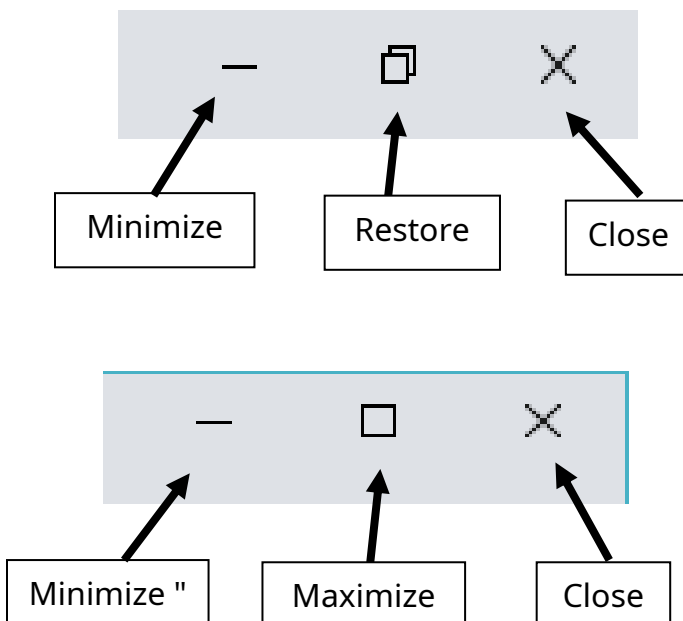
Windows: Minimize, Maximize, Restore & Close

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:

- Each program or file opens in its own window
- Multiple windows (and therefore programs) can be open at the same time
- Windows can be moved, re-sized, hidden or closed using your mouse



A Window typically include a title bar, a toolbar and a working area. Every window has the following buttons/controls in the top right corner:

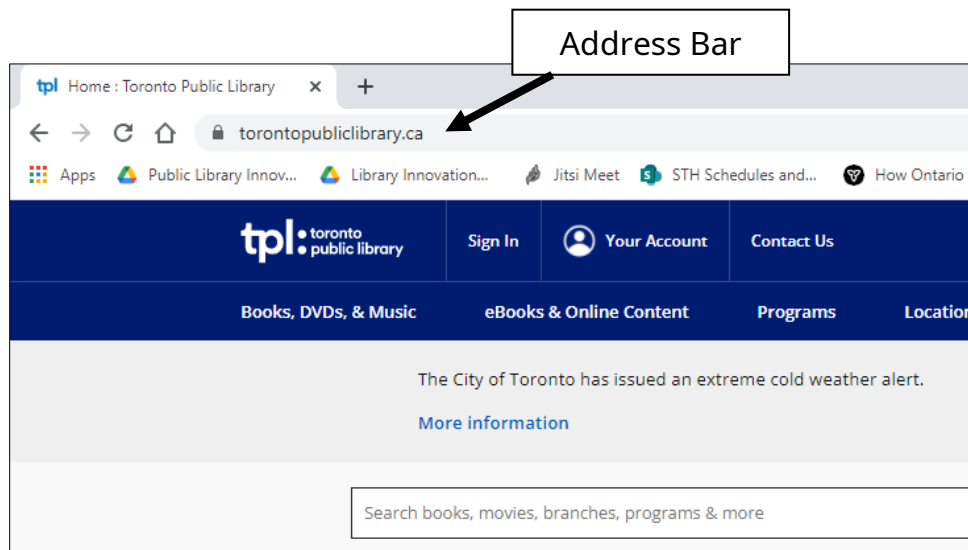


1. Click on the **Close button (X)** to close Microsoft Word. There will be a pop up box asking if you want to save the changes. Click **Don't Save**.

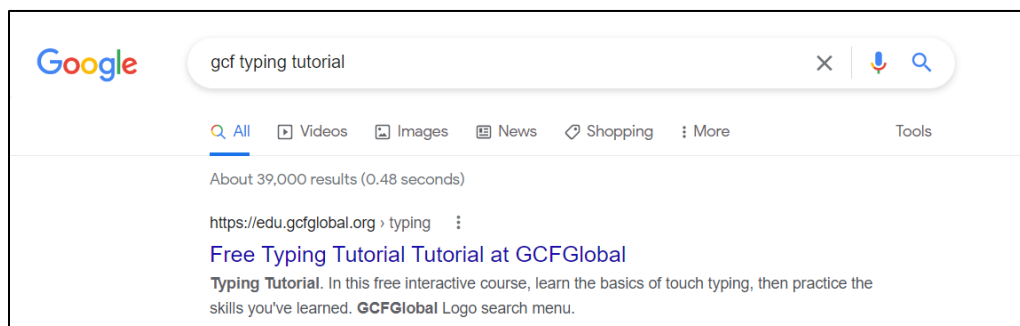
Typing Practice Online

Exercise 7: GCF Learn Typing Tutorial

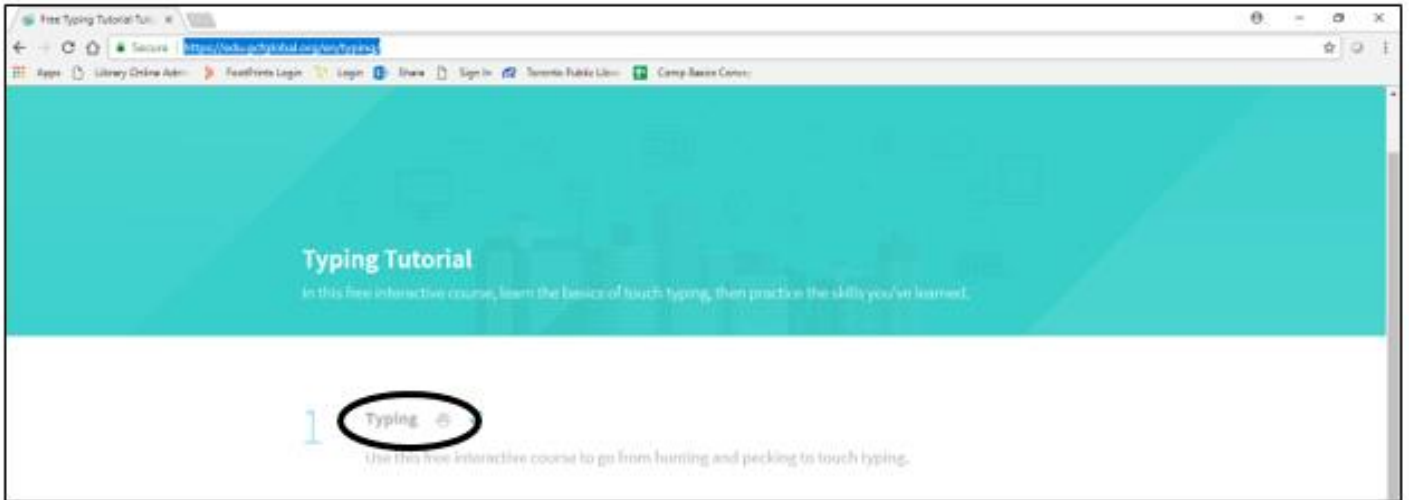
There are different software applications which allow you to access the internet on library computers. You have the option to use: **Google Chrome, Mozilla Firefox, or Microsoft Edge.**



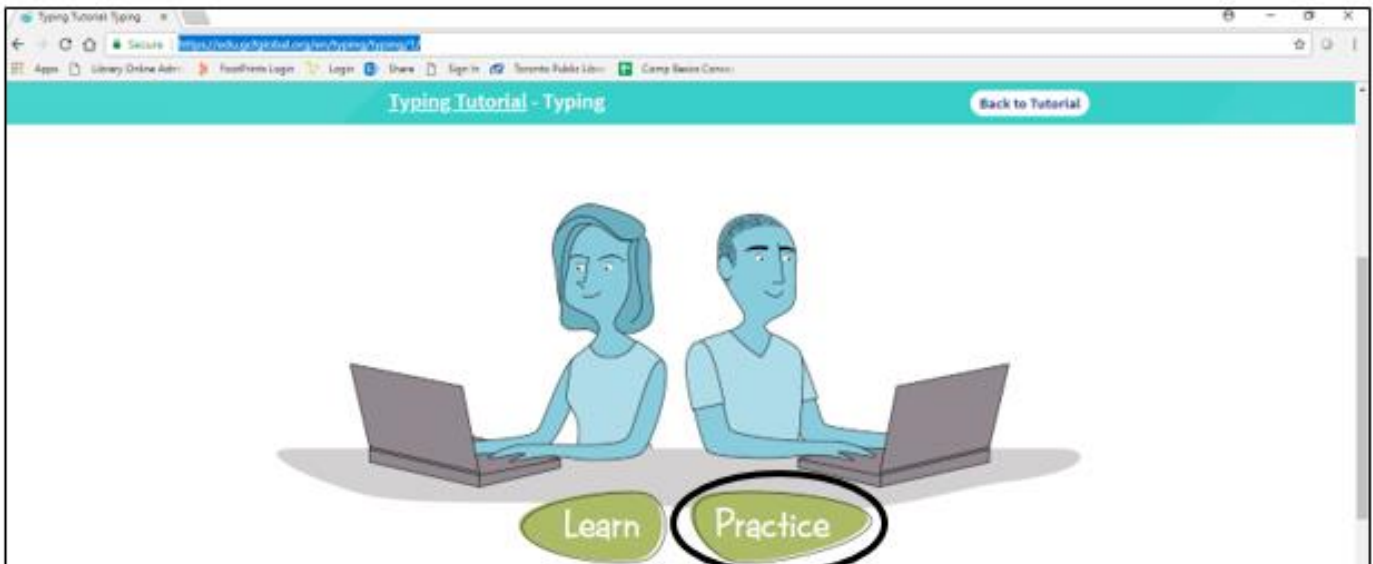
1. Using the mouse, **double click** on the Google **Chrome** icon on the desktop to open application
2. Go to **google.ca** and search for **gcf typing**
3. Click on **"Typing Tutorial - GCFGlobal"**
OR use the address: gcflearnfree.org/typing



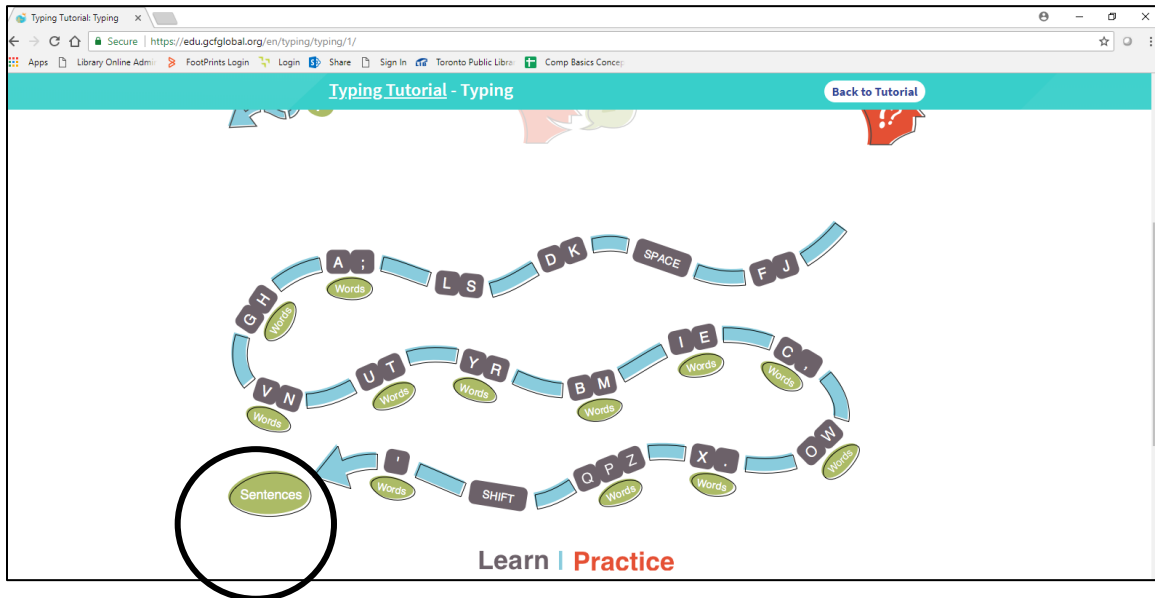
4. Click on **Typing**.



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



6. 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**).

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

8. 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, the longer the better
- 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

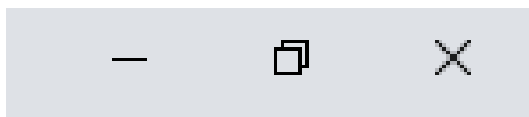
Question #3

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.

Question #4

Which of these three controls is the CLOSE button:



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
4. The close button is the **X**.

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 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 Academy - typing.academy
- Typing.com - typing.com/student/lessons

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