



Welcome to the Basic Keyboarding (Part 1) Guide

Developed by Holly A. Beiler; Adapted by Barbara Ibañez, Jon Peterson and Judith Stevens
No Walls Program at the Center for Development and Disability, a Center of Excellence in Developmental
Disability Education , Research and Service, Health Sciences Center,
University of New Mexico

**Funded by United States Department of Education,
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Community Technology Centers Program**





Before you start this *Guide*, you will need to know how to turn your computer on and off and use your mouse. If you need to learn these things, then look at the "Basic Computer" Guide first.



This Guide will help you to:

1. Place your hands on the "Home Row" keys.
2. Type letters and numbers, using the correct finger on each hand.
3. Use the mouse to open Microsoft Word from the "Start" button.
4. Type one sentence about yourself using the "Home Row" key position.
5. Identify nine basic keys of the keyboard.
6. Use the following basic keyboard keys to type a paragraph about yourself: shift, enter and space bar.

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Here is what you use to type:

Keyboard

A way to write on your computer.



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Learning to use the keyboard helps you to use the computer. The best way to use a keyboard is with both hands.

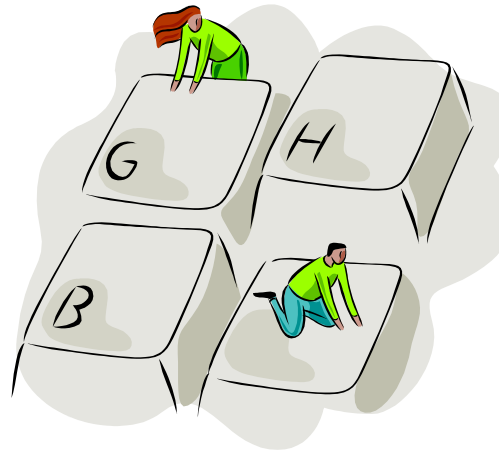


If you have trouble using one or both hands, you can still use the computer. There are other ways.



Just for fun...

How many keys do you think
there are on a keyboard?





**The Answer is:
There are 101 keys on a keyboard.
26 of those 101 keys are the letters of the alphabet.**

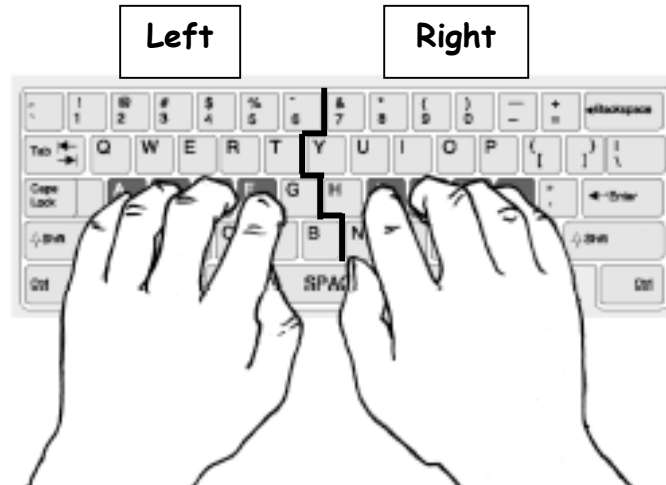


**The alphabet letters on the computer keyboard are
laid out the same as on a standard typewriter.**

Basic Keyboarding - Part 1



The keyboard is divided into the left side and the right side.



Your left hand stays on the left side and strikes only the keys on the left side.

Your right hand stays on the right side and strikes only the keys on the right side.

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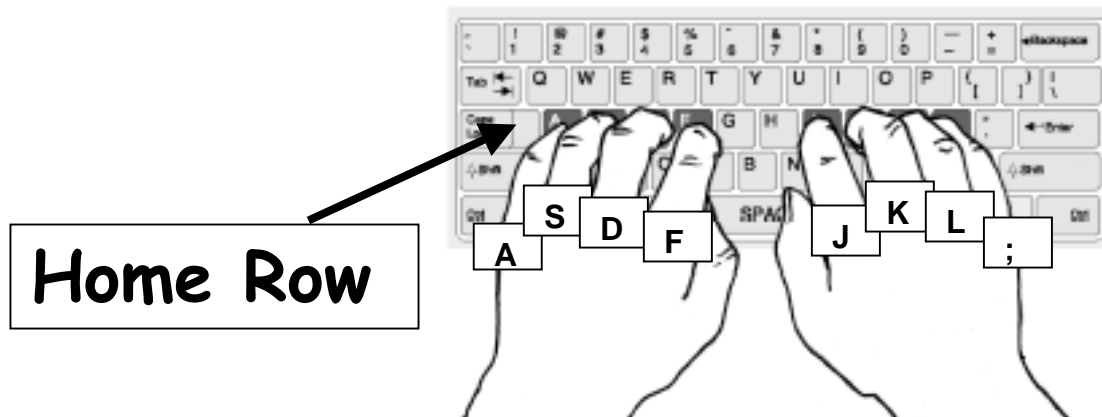
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Where is the "Home Row"?

Find the letters: A, S, D, F, J, K, L, and ; on your keyboard. These are the "home row" keys.

Now, place your fingers on the "home row" keys.



They are the middle set of keys.

(black keys on the above keyboard under the fingertips)

Basic Keyboarding - Part 1



To get started:

1. Turn on your computer and monitor.
2. Use your mouse to point to "Start", click and hold left button and find and highlight the word "Programs" (click and drag your mouse over it and the background behind the word will turn a different color - usually black).
3. In "Programs", look for "Microsoft Word."



Microsoft Word is a computer program. You can use it to write, make changes and print what you write. You use the keyboard to type what you want to say. You use a mouse to help you move around in the Word program.

4. The icon looks like this. Highlight and do a click with the left button on the mouse and it will open.

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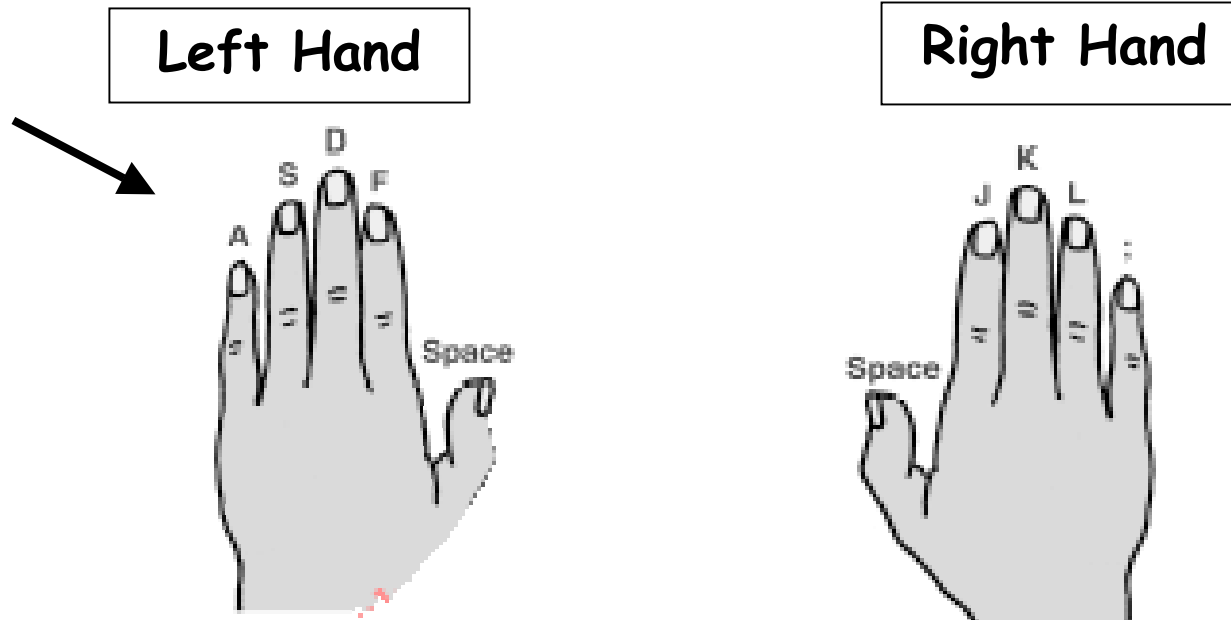
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Basic Keyboarding - Part 1



The icon looks like this. Highlight and do a click with the left button on the mouse and it will open.



Now, practice by placing your fingers on the home row and striking each letter five times each, like this: aaaaasssssddddffffjjjjkkkkllllll;:::.

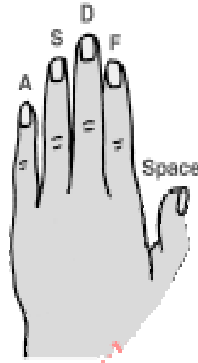
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To help you learn the home row keys, say out loud as you type each letter on the home row with each correct finger six times. Like this: asdfjkl; asdfjkl; asdfjkl; asdfjkl;

Left Hand



Right Hand



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After typing on the keyboard over a period of time, you will be able to type all the letters of the alphabet, numbers and other keys without looking at your keyboard.

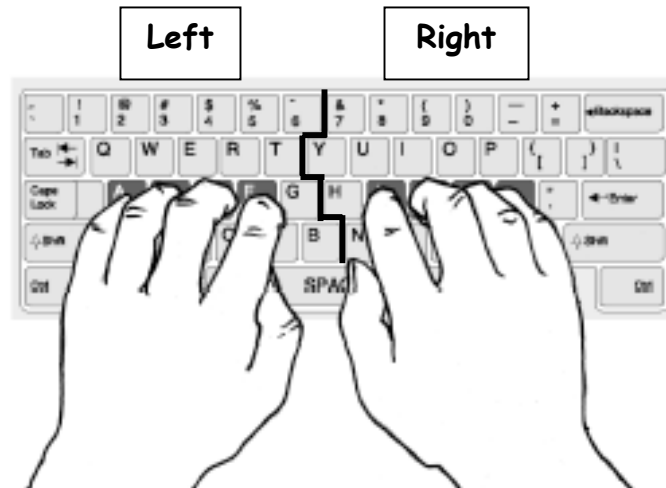


Later, you will be able to increase your typing speed, which is how many words per minute you can type with no mistakes.

Basic Keyboarding - Part 1



First, you need to learn where the other keys are and use the correct finger to type them. The “home row” keys are always the starting point for your fingers.



Some keyboards have a raised line or dot on the “f” or “j” keys to help you find the home row. See if your keyboard has raised lines or dots on these keys.

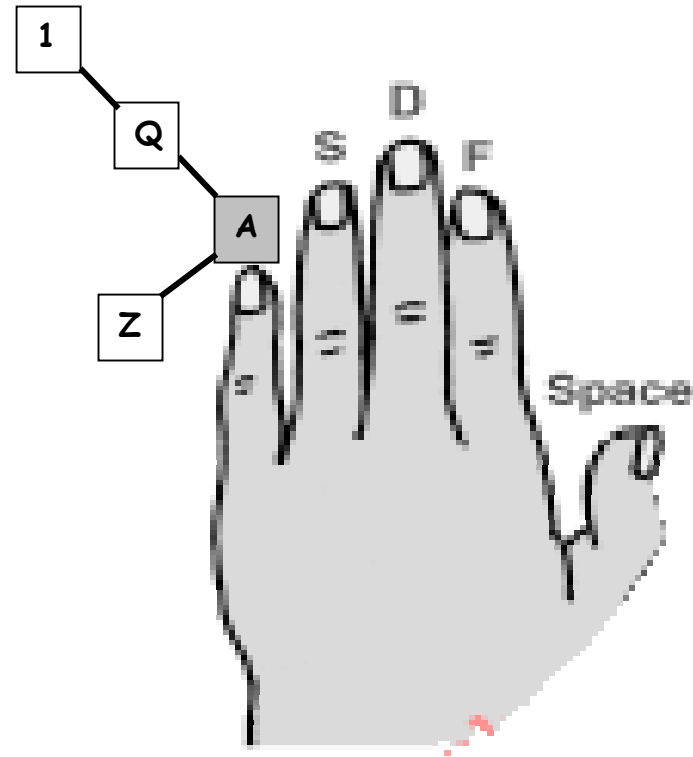
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Each finger has certain keys that it is supposed to strike. Look at the left hand first. Practice typing these keys with this finger.

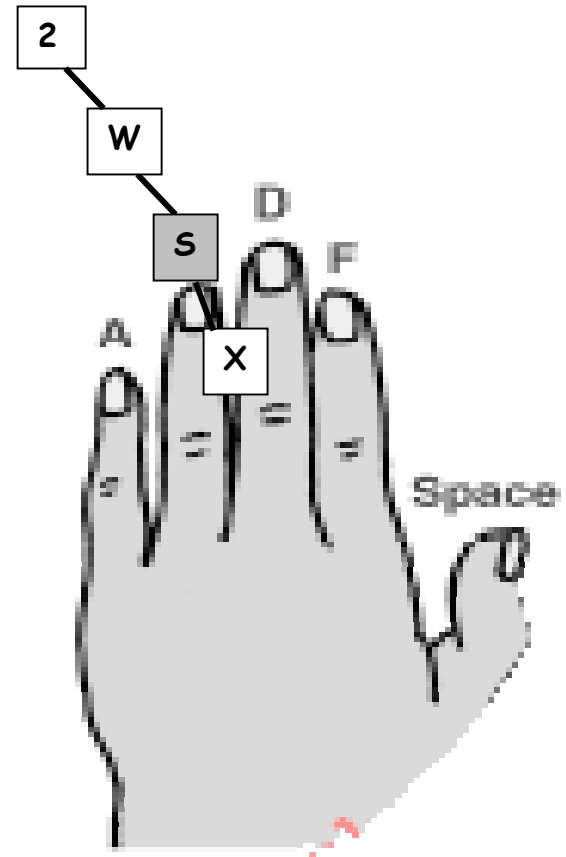
Left Hand -
Little Finger





Next, practice with your left hand ring finger:

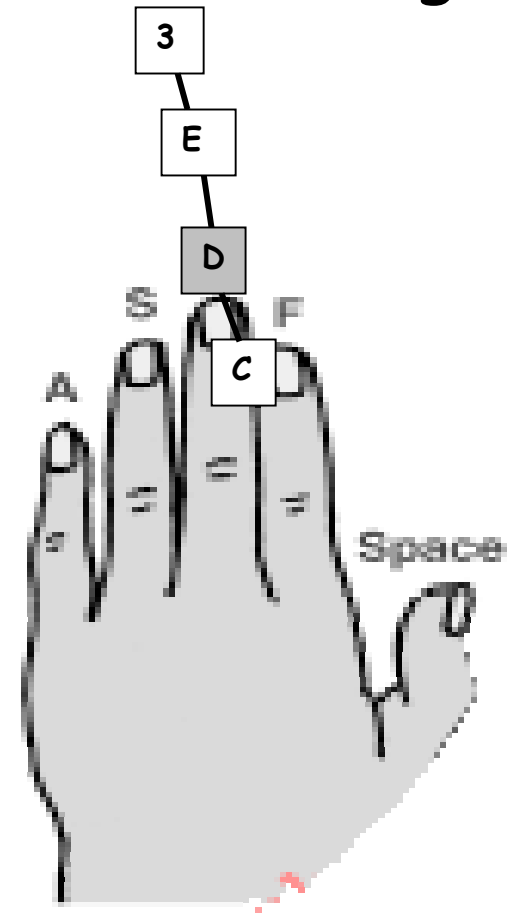
Left Hand -
Ring Finger





Now, practice with your left hand middle finger:

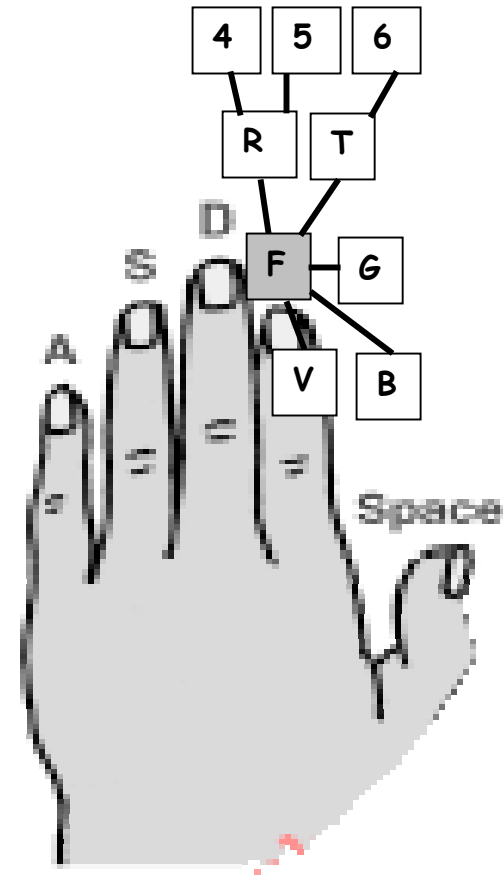
Left Hand -
Middle Finger





Next, practice with your left hand index finger:

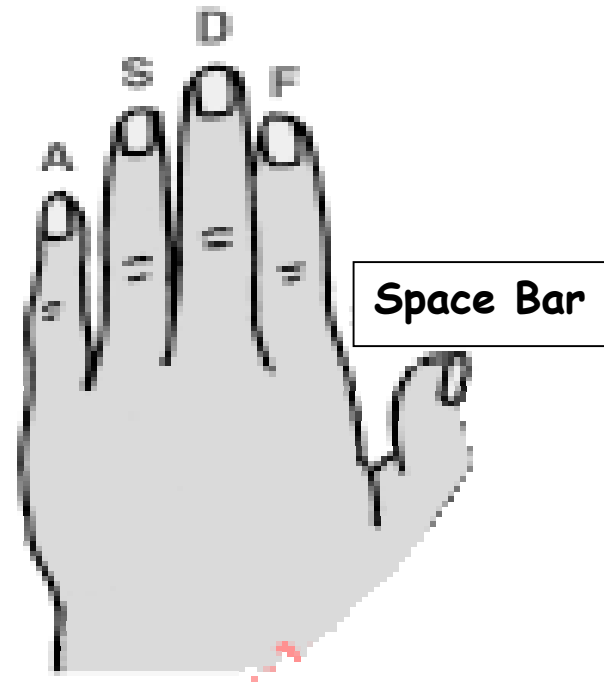
Left Hand -
Index Finger





Last, practice using your left thumb to hit the spacebar.

Left Hand -
Thumb





What is next?



Practice, practice, practice using your keyboard. It is true: practice makes perfect.

Ask your friend or family member, or helper to go to the below web site and print you off the Guide titled, "Basic Keyboarding Part 2." That is your next course.

<http://cdd.unm.edu/iu/nowalls/courses.html>

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