

Welcome to the Basic Keyboarding (Part 2) 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,
Office of Vocational and Adult Education,
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.

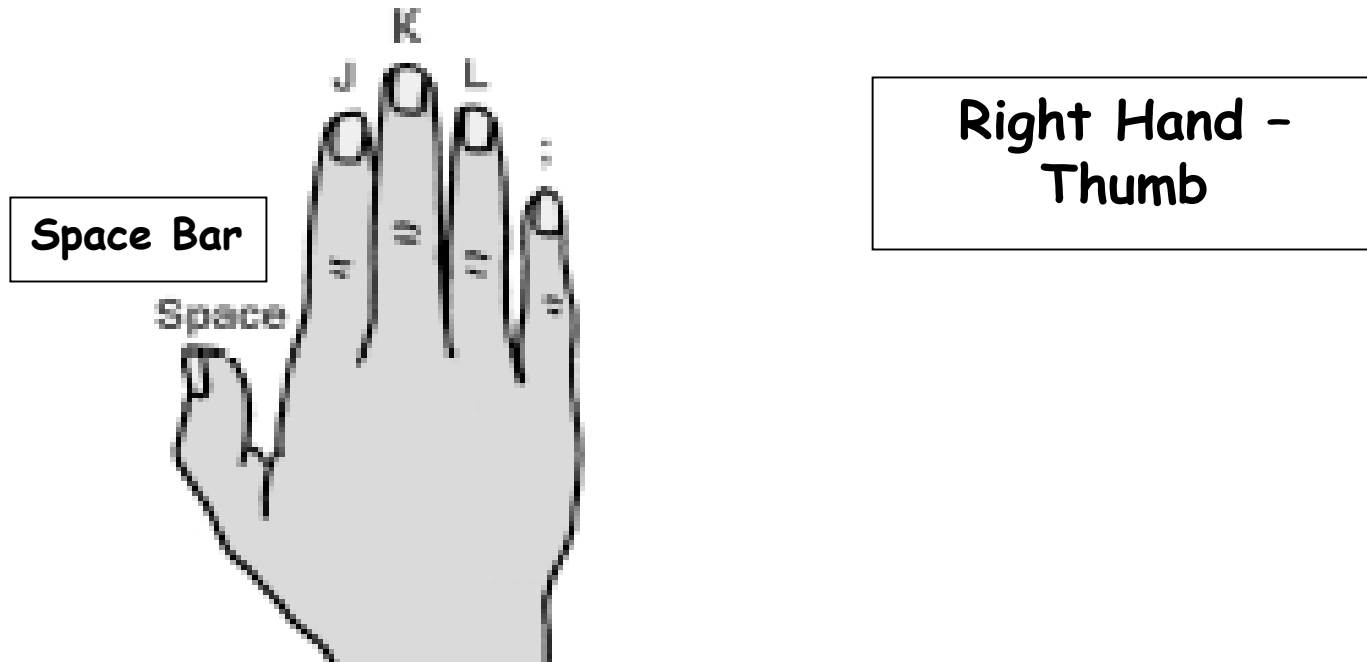


This Guide will help you to:

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.

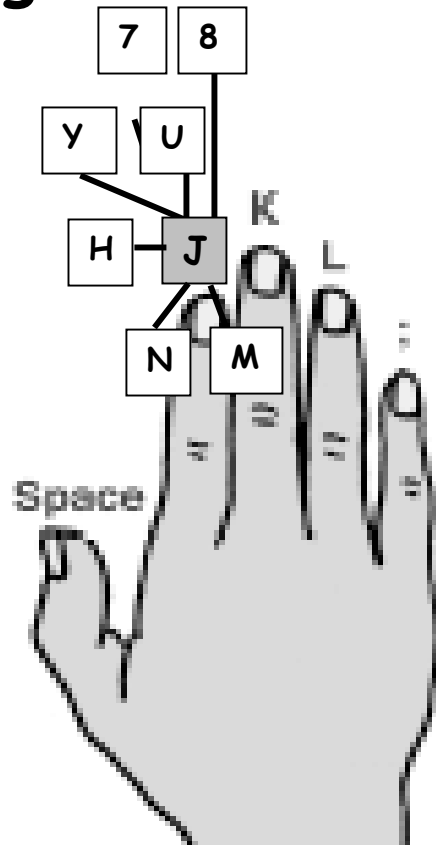


It is time for the right hand now. Practice striking the space bar with your right thumb.





Next, practice striking the keys with your right hand index finger:



Right Hand -
Index Finger

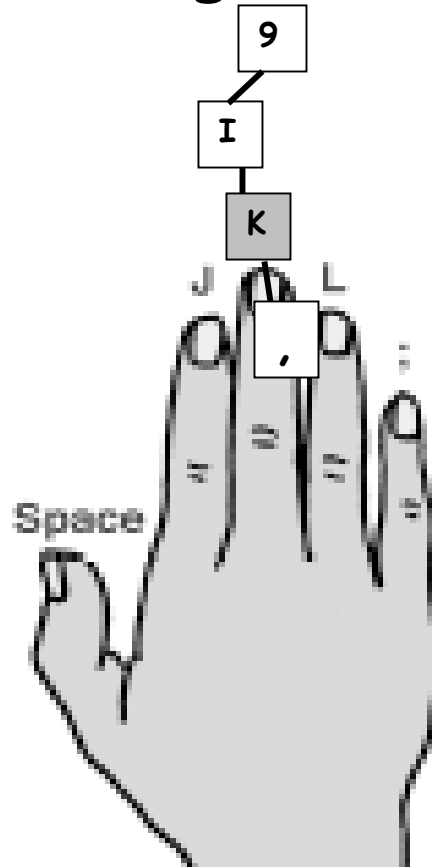
Developed by Holly A. Beiler; Adapted by Barbara Ibañez, Jon Peterson and Judith Stevens

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, Office of Vocational and Adult Education, Community Technology Centers Program



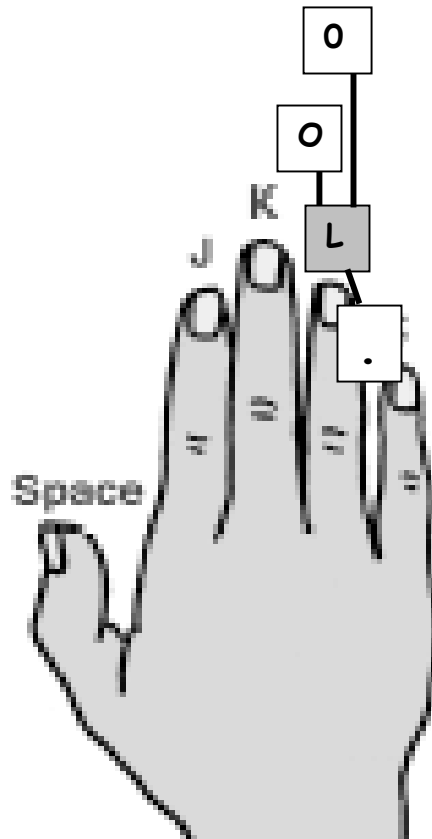
Now, practice striking the keys with your right hand middle finger:



Right Hand -
Middle Finger



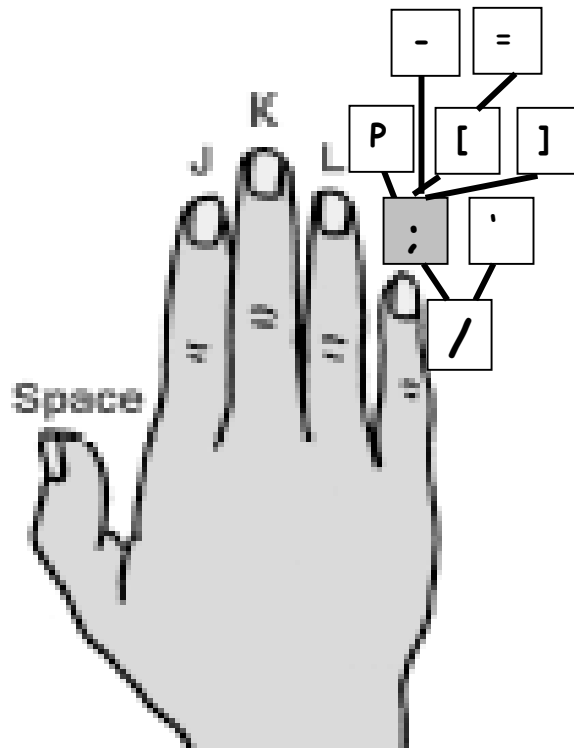
Next, practice with your right hand ring finger:



Right Hand -
Ring Finger



Last, practice with your right hand little finger:



Right Hand -
Little Finger



Learning where the keys are on the keyboard helps you type faster.



It takes time to learn so be patient with yourself and practice a lot.



Every time a finger leaves the home row to strike another key, it returns to the home row position.



Now, type one sentence about yourself using the "home row" key position.

Developed by Holly A. Beiler; Adapted by Barbara Ibañez, Jon Peterson and Judith Stevens

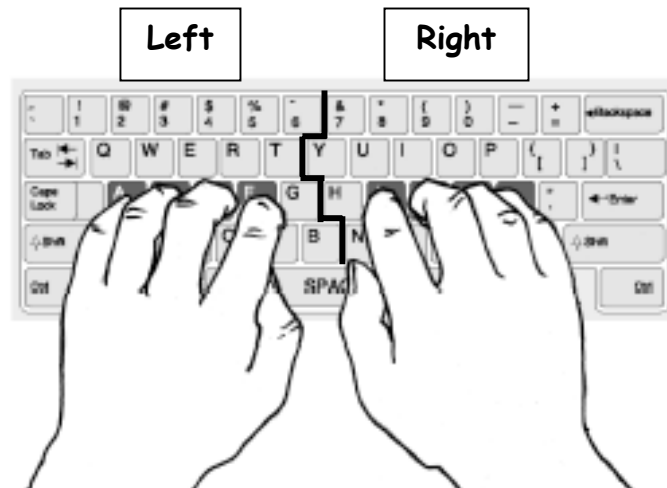
No Walls Program at the Center for Development and Disability, a Center of Excellence in Developmental Disability Education, Research and Service, Health Sciences Center, University of New Mexico

Funded by United States Department of Education, Office of Vocational and Adult Education, Community Technology Centers Program

Basic Keyboarding - Part 2



There are nine basic keys to a keyboard.

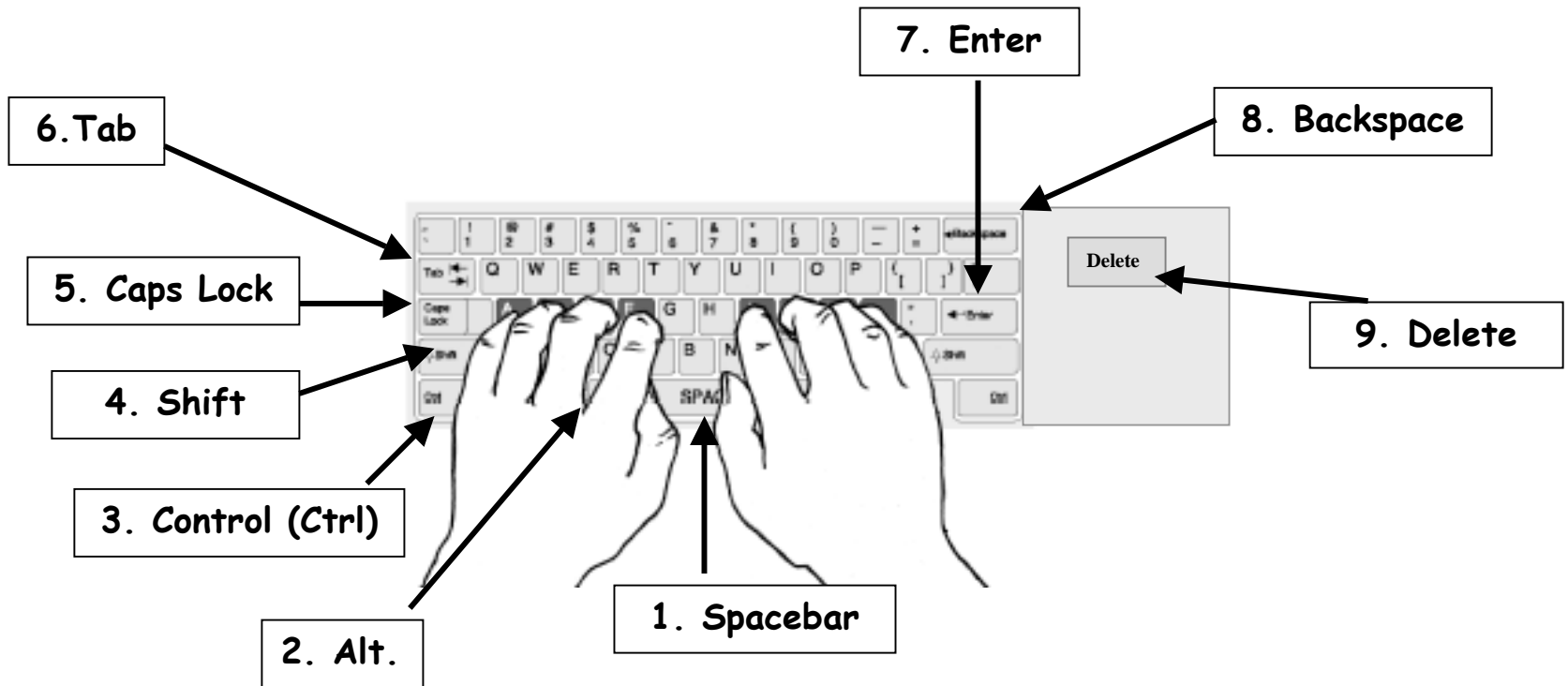


Developed by Holly A. Beiler; Adapted by Barbara Ibañez, Jon Peterson and Judith Stevens
No Walls Program at the Center for Development and Disability, a Center of Excellence in Developmental Disability Education , Research and Service,
Health Sciences Center, University of New Mexico

Funded by United States Department of Education, Office of Vocational and Adult Education, Community Technology Centers Program



Here are the nine basic keys on your keyboard:



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, Office of Vocational and Adult Education, Community Technology Centers Program

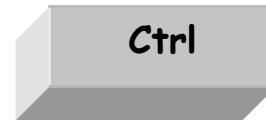


1. The Space Bar



You practiced using the Space Bar with your thumbs. You press the Space Bar to put a space after a word or at the end of a sentence.

2. Alt and 3. Control Keys



The Control and Alt keys do specific things. They are used alone, or in combination with other keys to do common tasks. Another way to “shut down” is to press the, “ctrl, alt, delete” keys at the same time.



4. Shift Key

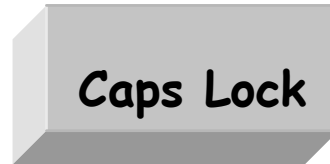


To capitalize just one letter, hold down the Shift Key while you hit the letter you want to capitalize. Use the right Shift Key to capitalize letters that you type with the left hand. Use the left Shift Key to capitalize letters that you type with the right hand. Your little finger is usually the finger that holds down the Shift Key.





5. Caps Lock Key



The Caps Lock key will capitalize letters. Push the “Caps Lock” key and look for a green light somewhere on your keyboard. A light comes on to alert you that the key is on. If the Caps Lock key is on, all the letters that you type will be capitals.

6. Tab Key



The Tab Key by itself moves five spaces to the right. It is usually pressed at the beginning of a sentence or paragraph to move the beginning of the line you are typing to the right.



7. Enter Key



Look at your monitor screen. Do you see a black line that is blinking? That line is called a cursor. You use the enter key to move the cursor to the next line. Now, press the Enter key and watch where the cursor moves. You use the Enter key when you want to start a new paragraph.

You DO NOT need to press the Enter key at the end of each line as you type because it by itself go to the next line.



8. Backspace and 9. Delete Keys

Backspace

Press the Backspace key (like an eraser) to remove the letter or number to the left of the cursor.

Delete

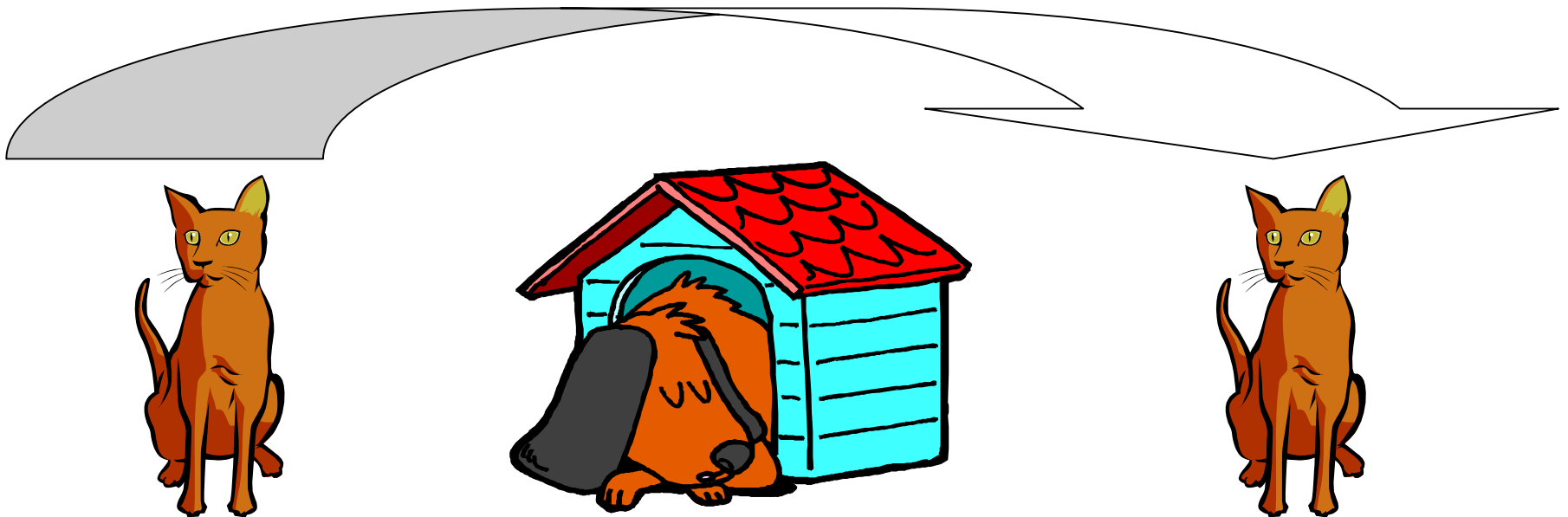
Use the Delete key (like an eraser) to remove the letter or number to the right of the cursor.



Practice Sentence:

Take your time and use the correct fingers and keys when typing the sentence below. Do not type the clues in the brackets.

[tab] [shift t] The quick brown fox jumps over a lazy dog.[enter]



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, Office of Vocational and Adult Education, Community Technology Centers Program



Compare what you typed to the sentence on the last page. Keep practicing.

When you are finished practicing for today, close the window (arrow on "X" and "No" to save it), and shut down your computer.





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 Windows Part 1." That is your next course.

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

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, Office of Vocational and Adult Education, Community Technology Centers Program