

Important Keyboard Keys and Overview

Objectives:

- Get students more comfortable using a keyboard
- Get students practicing their typing skills
- Show students that computers are relevant

QWERTY keyboard.

- Why is it laid out this way?
 - There are a lot of myths for why this design was created, including trying to slow people down when they were using a mechanical typewriter. But it seems that the creator, Christopher Latham Sholes, made this design because of input from telegraph operators who needed to transcribe morse code. Because of the similarities of morse code letters, operators needed to wait until more letters came in to figure out which letter was correct (should it start with a Z or an SE?). Because of that, those letters needed to be closer together on a keyboard.
- The first QWERTY keyboard came out when??
 - 1878! There were other models throughout the 1860s and 1870s, but 1878 is when the first patented QWERTY model came out.
- Has anyone tried to change this model?
 - Yes! One of the closest attempts to changing it was in the 1930s, but there is a more modern attempt, designed especially for thumb typers on mobile phones, called the KALQ keyboard.
 - Our most cutting edge communication technology still dates back more than 150 years to some guys tinkering in their garage. Truly, the more things change, the more they stay the same.

Go over some of the Important Keys

Before you start, pass out a copy of a paper keyboard and highlighters so students can mark the different keys.

- Cursor
 - Not a key, but very important because it tells you where you are on a page when you are typing. It often looks like a blinking vertical line.
- Spacebar
 - Just like writing, you need to put spaces between your words and sentences. This key on the keyboard is called the spacebar and is located at the bottom of the keyboard. It is designed to be used by one of your thumbs.
- Tab

- Spacebar gives you one space, the Tab key gives you a few more (about 5 or so).
- It can also be used to move you to the next line on an online form.
- What two keys can you use to capitalize letters?
 - Shift
 - Normally when you type, the letters will show up in lowercase. When you hold down the shift key and another letter at the same time it will capitalize the letter. When you let go of the shift key, it will return to lowercase letters.
 - Caps Lock
 - Sometimes you may want to capitalize a bunch of letters and don't want to have to hold down the shift key. To do that, hit the Caps Lock key. You will see this light up on your keyboard, so you know it's on. Once you're done with writing in capital letters, just hit it again and it will turn off.
- Shift is also the key you hold down when you need a symbol or specific character.
 - For example, if you want to make a : (colon), you would need to hold down Shift + ;
 - For a ? (question mark) you need to hold down Shift + /
- What two keys can you use to erase mistakes?
 - Backspace or back arrow
 - This goes back over what you wrote and erases it.
 - Delete
 - This sucks up what you wrote, like a vacuum.
- Enter
 - This key is important for a lot of reasons. It helps you get to the next line when typing, it can be substituted for Go, Log In, and other commands when you are trying to log in to a website.
- Numbers
 - Sometimes we need to type numbers. You can use either the numbers above the letters or the number pad (if your keyboard has one).
- Symbols
 - To get to the symbols you need to hold down Shift and hit the correct number key.
 - @ = Shift + 2
 - ! = Shift + 1
 - & = Shift + 7
- Navigation arrows
 - For when you need to move around your text without deleting anything.

Logging in to Typing.com

- Pass out log in info to every student.
- Help them get on Typing.com and let them practice typing for 5-10 min.
- *Note: I created accounts for students beforehand to save time. But students can create their own account. It is free for anyone to sign up.*