

Basic Computer Skills

Unit: 1 – 5

Keyboard Keys

Warm-up: Thumbs Up / Thumbs Down

- I know how to use special keys
- I have used a computer keyboard
- I am excited to be here.
- I am ready to learn.



QUESTIONS I HAVE....

Basic Hardware Skills and Objectives

1. Distinguish between different types of devices (tablets, desktop and laptop computers).
2. Identify specific computer hardware (system unit, monitor, printer, keyboard, mouse or touchpad, ports, touchscreen).
3. Log on to and shut down a computer.
4. **Demonstrate knowledge of keys on keyboard**
(Enter / Return, Shift, Control / CTRL, Backspace, Delete, Arrow Keys, Tab, Caps Lock, Number Lock, ESC, Windows, Function, ALT, Space Bar).
5. Identify types of mice: mouse and touchpad.
6. Identify mouse pointer shapes and the functions they represent
[spinning wheel (loading), I-Beam (text), arrow (basic clicking), hand pointer (clickable links)]
7. Demonstrate knowledge and appropriate use of mouse clicks (right-click, left-click, and double click).
8. Drag and drop.
9. Utilize common controls for screen interaction (selecting check boxes, using drop-down menus, scrolling). 1
10. Access and control audio output features (volume, mute, speakers and headphones).
11. *Identify icons on desktop.*
12. Demonstrate ability to trash and retrieve items using the trash or recycle bin.
13. Demonstrate understanding that it is possible to customize a computer for increased accessibility
(customizing a mouse for left-handed use and sensitivity, and changing screen resolution on a monitor).
14. Demonstrate understanding that software programs are upgraded periodically to fix bugs and increase utility, and that different versions may be installed on different computers.
15. Identify mechanisms for storing files (flash drives, hard drives, cloud-based storage).
16. **Identify whether or not a computer is connected to the internet.**
17. Identify and locate camera and mic on laptops, tablets.
18. Turn computer and monitor on and off

Unit 1-5 : Keyboard Keys

4. Demonstrate knowledge of keys on keyboard:

Enter or Return

Backspace

Caps Lock

ALT

Space Bar

Delete [DEL]

Number Lock

Hot Keys

Shift

Arrow Keys

WINDOWS

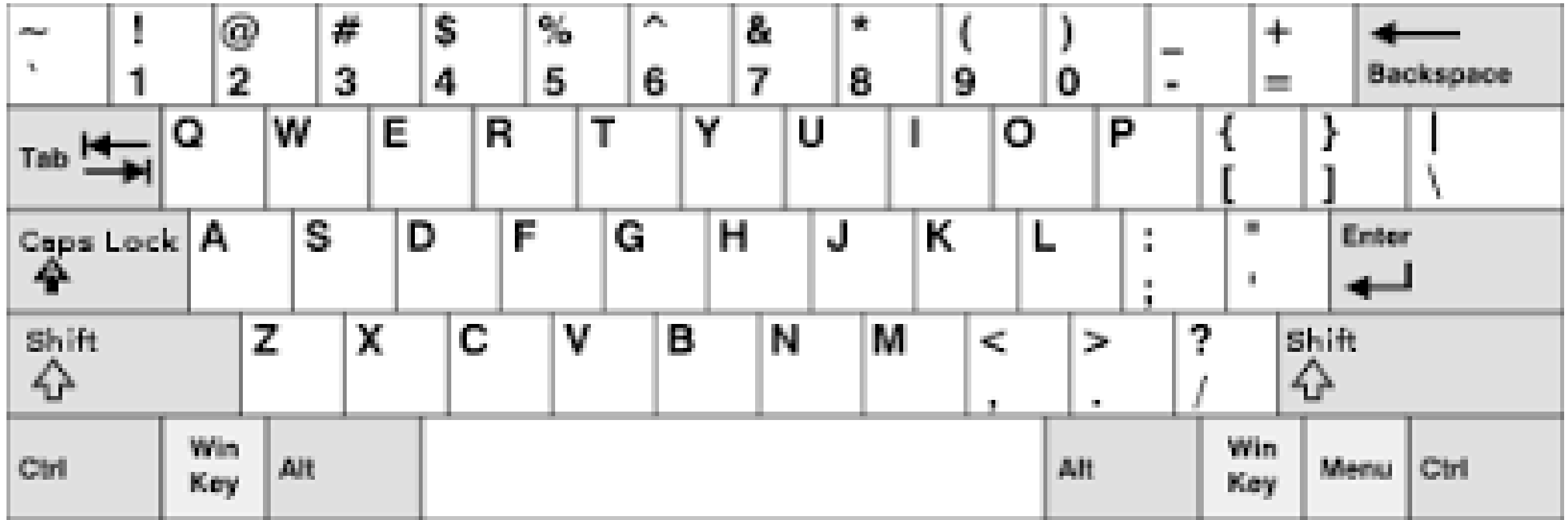
Home

Control [CTRL]

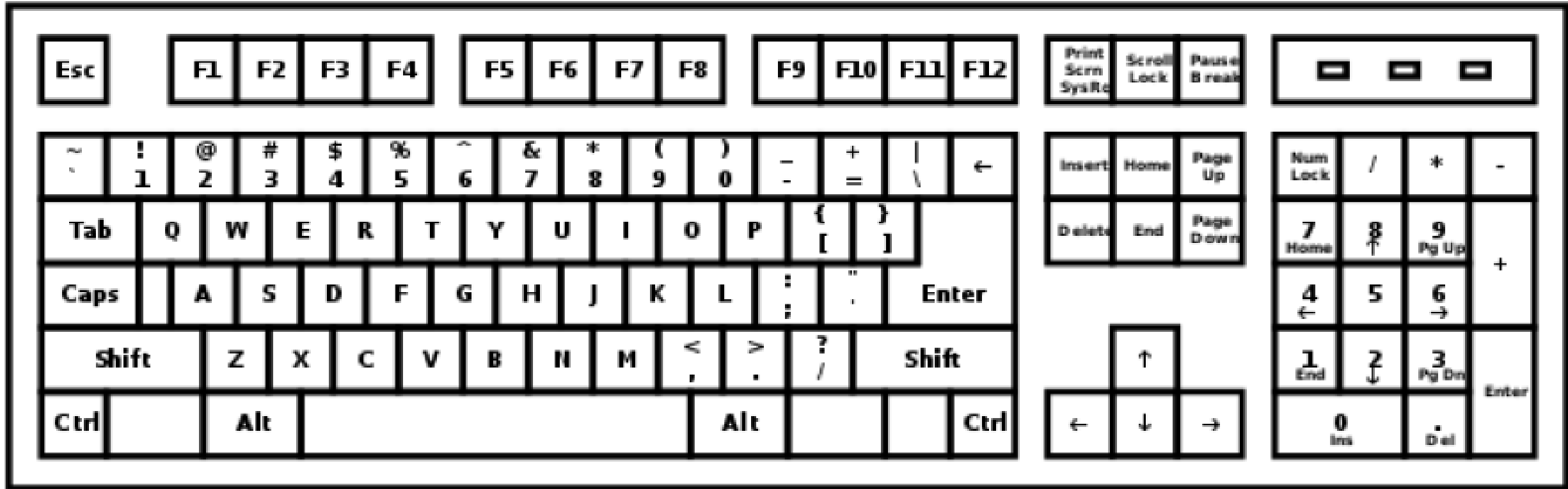
Tab

Function: [FN]

End



Typical QWERTY Keyboard (Know your hardware!)



HOME KEYS

Left Hand: A S D F

Right Hand: J K L ;

Some Keys (Like Delete) are in multiple places

Unit 1-5: Keyboard Keys – Learning Objectives

Learners will practice recognizing important keys on the keyboard and when to use them appropriately.

Use the keyboard to write and edit text with support from an instructor.

learners should be able to use **Shift** and **Caps Lock** to make capital letters. (Caps Lock does not do Special Characters)
Learners should also be able to **highlight**, copy, and paste text using the mouse and the **Control/Command** keys.

Move the **cursor** with the **mouse** and **Arrow Keys**.

Backspace to delete letters to the ← LEFT of the CURSOR

DELETE to delete letters to the → RIGHT of the CURSOR

Home Shift+Home CTRL+Home END Shift+End CTRL+End


Use of the [ALT] Key for Hot Keys / Shortcuts

- Demonstrate how text will automatically move to a new line as you type.
Pressing **Enter** at the end of every line is not necessary. (WORD WRAP)
Adjust Line Spacing (Not using Enter)
- Encourage learners to use both the mouse, **Arrow Keys**, and **Commands** to move the **cursor**.

Insert Special Characters and Fonts

Symbol ? ×

Font: Arial ▾ Subset: Basic Latin ▾

	!	"	#	\$	%	&	'	()	*	+	,	-	.	/	0	^
1	2	3	4	5	6	7	8	9	:	;	<	=	>	?	@	A	
B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	
S	T	U	V	W	X	Y	Z	[\]	^	_	`	a	b	c	
d	e	f	g	h	i	j	k	l	m	n	o	p	q	r	s	t	
u	v	w	x	y	z	{		}	~		i	¢	£	¤	¥	¦	▾

Recently used symbols:

→	←	≤	≥	≠	↓	↑	Δ	*	é	Σ	●	○	¢	Π	°	□
---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---

Unicode name:
Space

Character code: 0020 from: Unicode (hex) ▾

Insert Cancel

Typing Activity - **We will learn to:**

- This activity uses Microsoft WORD. (Guided)
- While you do not know all the features of the program, you can start to experiment how typing on a computer is different than typing on a type-writer.

- Select Text (Highlight **Shift+arrows**, Mouse, CTRL, for Text Attributes)
- Make CAPITAL letters and Symbols with **Shift**.
- Special Symbols. (and INSERT SYMBOLS)
- Use **Enter** to make new lines.
- Edit text and fix mistakes using the:
mouse, Arrow Keys, DELETE, and Backspace.

- Use Special Control / Hot Keys:

CTRL+C

CTRL+V

CTRL+X

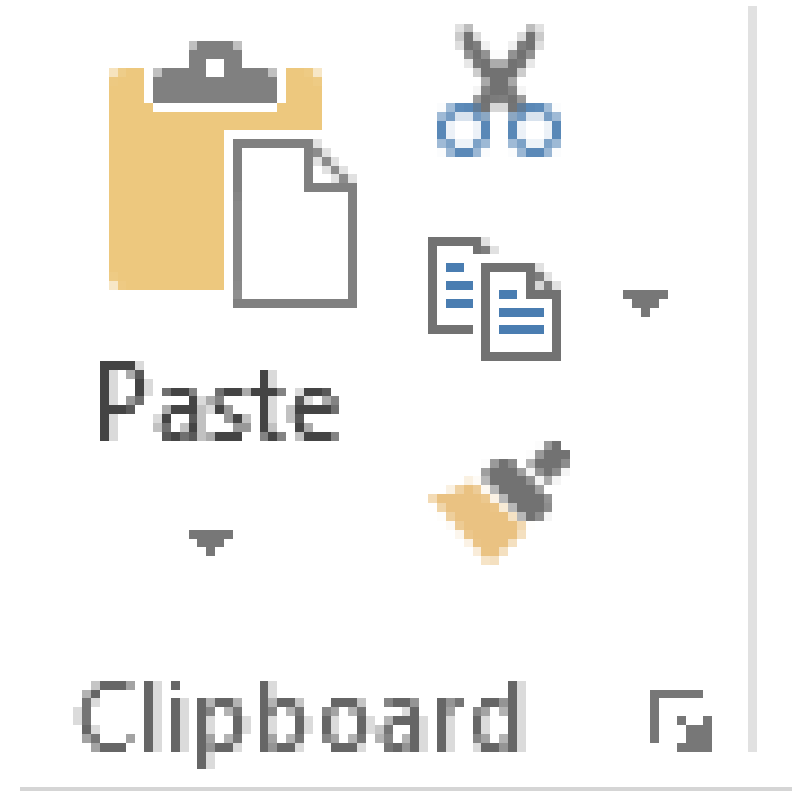
CTRL+Z

Copy

Paste

Cut

UNDO



Reference - A

Task: Typing Practice, Story 1

Directions: Type this story. Try to fix your mistakes when you are done.

Story from “[Journeys](#) an Anthology of Student Writing, 2017” published by Literacy Minnesota.

My Story

written by Martin Alexander Villalobos River, St. Paul

My name is Martin, and I was born in September, 1998. I was born in Honduras. I finished college in honduras. I'm in electricity.

My school in Honduras is called Institute Modelo. I came to the USA six months ago. I lived in Houston, Texas for one month.

Now I live in St. Paul, Minnesota. Now I live with my father, his wife, and my two brothers. My youngest brother is one years old and my two other brothers are 16 years old.

Reference B - Practice Typing

Directions: Complete the following steps.

1. Type these sentences:

- The Golden Gate Bridge is in San Francisco.
- DO NOT TOUCH! WET PAINT!

2. Highlight one sentence. (Arrows, Mouse, Special Keys)

3. Try copying and pasting.

4. Move the sentences to the next tab stop with [Tab].

Handout A - Practice Typing - Part-1

Directions: Type these sentences.

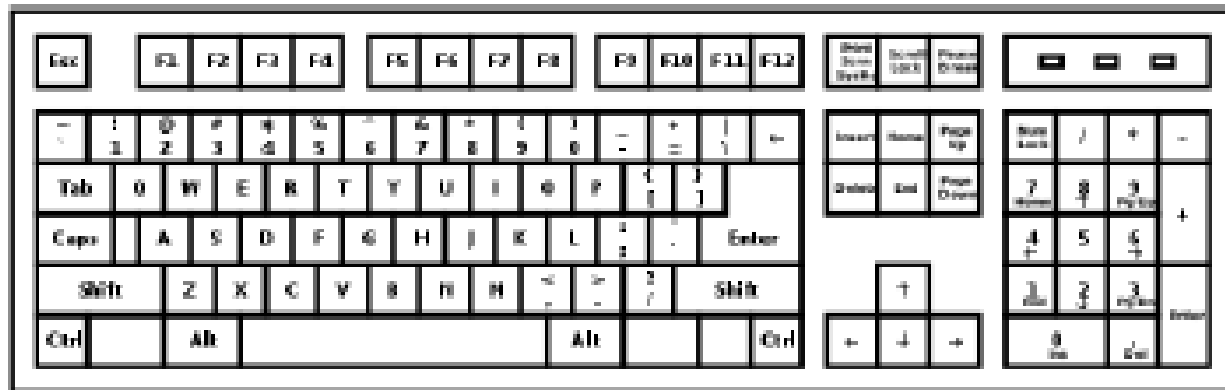
- 1) The was started in 1868.
- 2) The was finished in 1883.
- 3) The was started in 1930.
- 4) The was opened in 1931.
- 5) Brooklyn Bridge
- 6) Empire State Building

Handout A - Practice Typing - Part-2

*Directions: Now, use copy (Ctrl+C) and paste (Ctrl+V)
to make these sentences.*

- 1) The Brooklyn Bridge was started in 1868.
- 2) The Brooklyn Bridge was finished in 1883.
- 3) The Empire State building was started in 1930.
- 4) The Empire State building was opened in 1931.

Handout B



Match the words and definitions

Directions: Draw a line to connect the key with its purpose.

KEY

PURPOSE

Shift

makes all the letters capital until you press it again

Caps Lock

Use special shortcuts (Control+C - copy, Control+V - paste)

Highlight

Moves the cursor to the next tab stop

Control/
Command

Makes capital letters or the top character on a key

Tab

Select text to change or delete

Unit 1-5 Summary

Answers:

- **Shift:** makes capital letters or the top character on a key
- **Caps Lock:** makes all the letters capital letters until you press it again.
- **Tab:** moves the cursor to the next **tab stop**.
- **Highlight:** Select text to change or delete.
- **Command/Control:** Use special **shortcuts**

Control + C = copy

Control + V = paste

Look at these two sentences:

- 1. Taste of Napoli Italian Restaurant.**
- 2. CLOSED FOR REMODELING.**

→ Read each question below aloud, have learners turn and talk and then share out:

1. “Which key should be used to make capital letters in sentence 1?”
2. “Which key should be used to make capital letters in sentence 2?”