



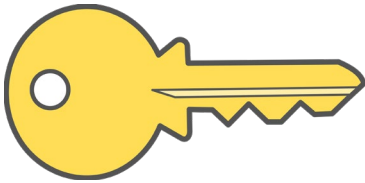
# Keyboard Keys

Basic Computer Skills

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# What is a Key?



# QWERTY keyboard.

Why Do We Use A Qwerty Keyboard Anyway? 2:04 minutes

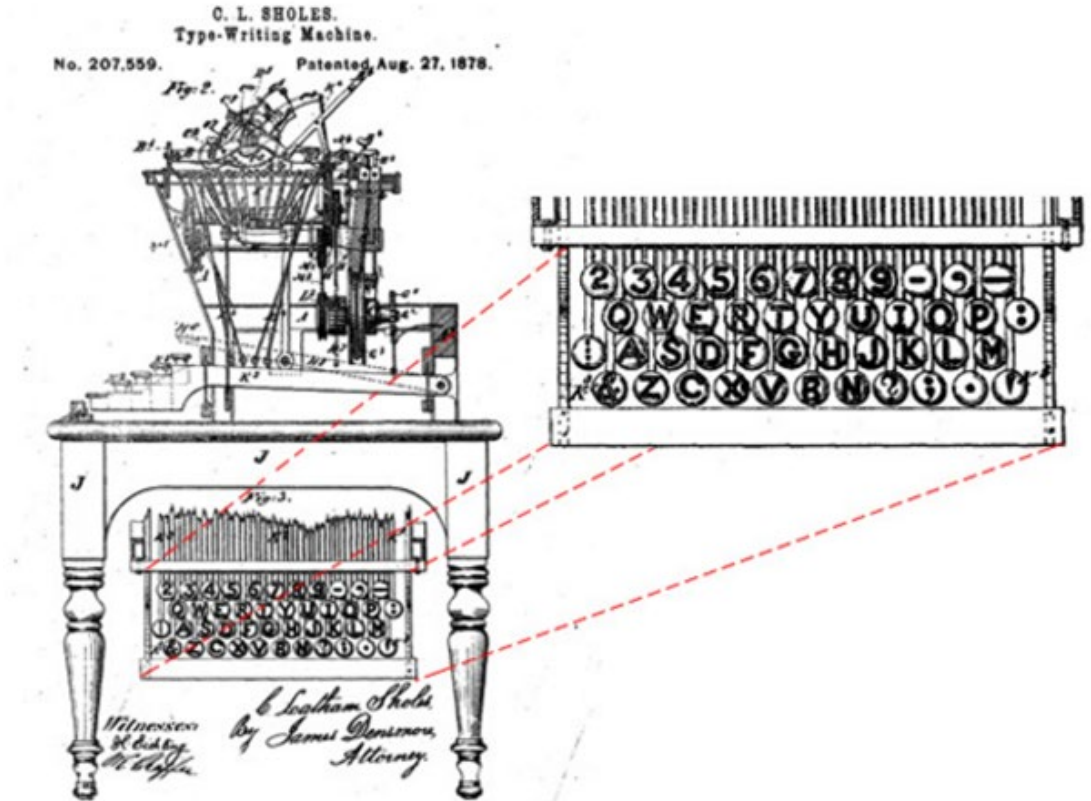
<https://www.bbc.com/ideas/videos/why-do-we-use-a-qwerty-keyboard-anyway/p06yh0r3>



# QWERTY keyboard

When was it invented?

**1878!**



U.S. Patent No. 207,559. The first appearance of the QWERTY keyboard. (image: Google patents)

# QWERTY keyboard.



# Important Keys

## Space bar:

adds one space between words and sentences.

## Tab:

adds about 5 spaces

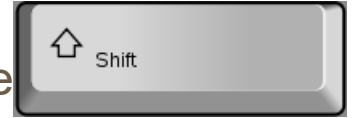
it can also be used to move you to the next line on an online form.



# Important Keys

## What are two ways to CAPITALIZE letters?

**Shift:** hold this down while pressing the letter you want to capitalize



**Caps Lock:** when you press this, it will make all your letters capital until you press it again



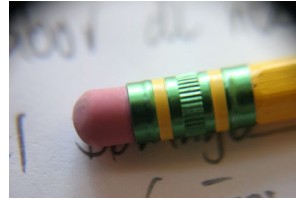
**Shift** is also the key you hold down when you need a symbol or specific character.

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 + /”



# Important Keys



We all make mistakes. Where's the eraser?

**Backspace** or **back arrow**: goes **backwards** over what you wrote and erases it

**Delete**: acts like a vacuum and sucks everything up that comes before your cursor.

**Enter**: this key is VERY important.

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.







# Other important keys to know

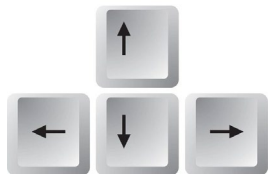
**Numbers:** sometimes we need to type numbers. You can use either the numbers above the letters or the **number pad** (if your keyboard has one).

**Symbols:** to get to the symbols you need to hold down **Shift** and press the correct number key.

@ = Shift + 2

! = Shift + 1

& = Shift + 7



**Navigation arrows:** for when you need to move around your text without deleting.

# Cursor

**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



# Now you get to try!

Create an account at Typing.com  
to practice your typing skills.

To log in:

Go to Login in link for students:

<https://www.typing.com/student/join#VRAEESLB>

typing.com [Back To Homepage](#) [Teacher Login](#)

## Student Signup

Already have an account? [Join With Login!](#)

You are requesting to join Lori Sanchez's class ESL Beginning AM 2019 Spring

Username \*

Password \*

SHOW

Password Again \*

SHOW

Email (optional)

I understand and agree with the [Privacy Policy](#) and [Terms of Service](#).

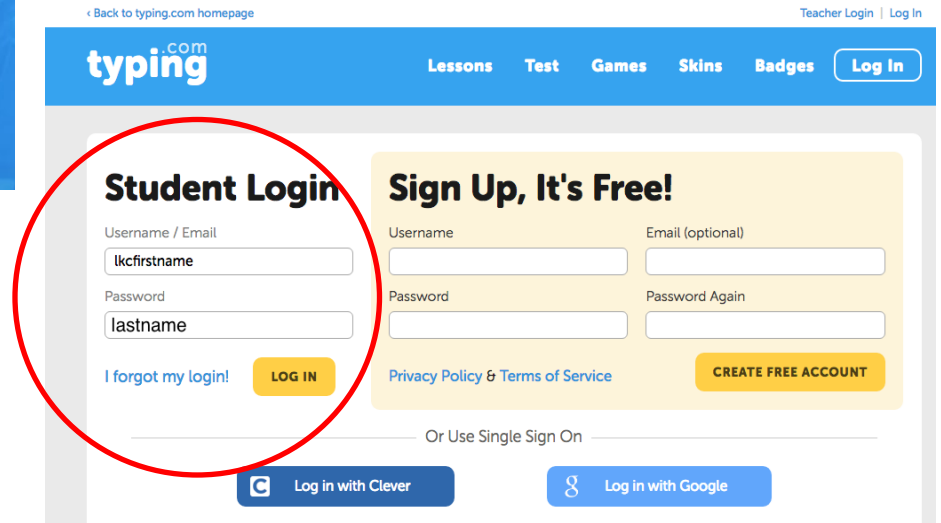
I consent to receive information and updates from Typing.com (you can unsubscribe at any time!)

I am 13 years of age or older

SIGN UP

[Sign in with Clever](#) [Sign in with Google](#)

# Logging in to Typing.com



# Starting typing lessons

Once you get logged in, you can start at any level you feel ready for:

Beginner, Intermediate, or Advanced.

There are also timed tests and games!

When you are ready, just press begin.

The screenshot shows the Typing.com user interface. At the top, it says "Welcome to Typing.com," followed by a profile picture placeholder and "Stats From Last: 24 Hours | 7 Days | 30 Days | All Time". Below this is a performance summary bar with four metrics: "No Badges Earned" (with a sub-note "Complete lessons to earn badges"), "Speed 0 WPM", "Accuracy 0%", "Time Typing 0:00", and "Problem Keys none".

The main section is titled "Your Lessons" and indicates the user is "Logged into S. Bell's class". It features four lesson categories, each with a circular progress indicator and a "BEGIN" button. Red arrows point to the "BEGIN" buttons for the Beginner, Intermediate, and Advanced levels. The Beginner level is expanded to show a list of lessons:

- Beginner**: J, F, and Space (0/35 0WPM) - includes sub-lessons: U, R, and K Keys; D, E, and I Keys; C, G, and N Keys; Beginner Review 1; T, S, and L Keys; O, B, and A Keys; V, H, and M Keys.
- Intermediate**: (BEGIN button)
- Advanced**: (BEGIN button)
- Practice**: (BEGIN button)