Keyboard Keys

Basic Computer Skills
What is a Key?
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
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.