



Digital Literacy Curriculum Resource

Module 2 Keyboarding



THE UNIVERSITY OF BRITISH COLUMBIA

Learning Exchange



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Module #	Topics
1	Mouse and Navigating 
2	Keyboarding 
3	Online Skills-Basic 
4	Online Skills 
5	Email 
6	Mobile Phones 
7	Safety and Security 

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

Caps Lock



Aa Bb Cc Dd Ee Ff Gg Hh Ii Jj Kk Ll Mm
Nn Oo Pp Qq Rr Ss Tt Uu Vv Ww Xx Yy Zz



Letter Keys



1 2 3 4 5 6 7 8 9 0

Number Keys

CANADA

NEW WEST

VANCOUVER

BURNABY

CAPITALS

KEYS

COMPUTER

CLASS

NAME

BC

FRIDAY

ISSBC



Canada

New West

Vancouver

Burnaby

Capitals

Keys

Computer

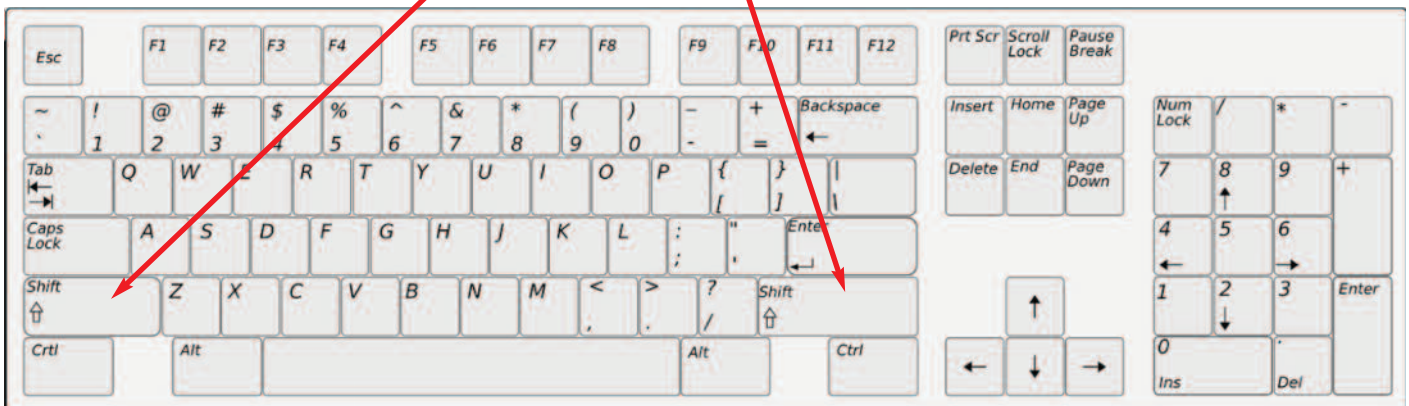
Class

Saturday

Friday

Monday

Sunday





Backspace
←



loonei

loone~~i~~

loonie

dollra

doll~~ra~~

dollara

Vancouvre

Vancouv~~re~~

Vancouverr

Fridya

Frid~~ya~~

Friday

Novembar

Novem~~bar~~

November



CanadaDA

Canada~~DA~~

Canada

BurnaBY

Burna~~BY~~

Burnaby

VancouvER

Vancouv~~ER~~

Vancouver

FridAY

Frid~~AY~~

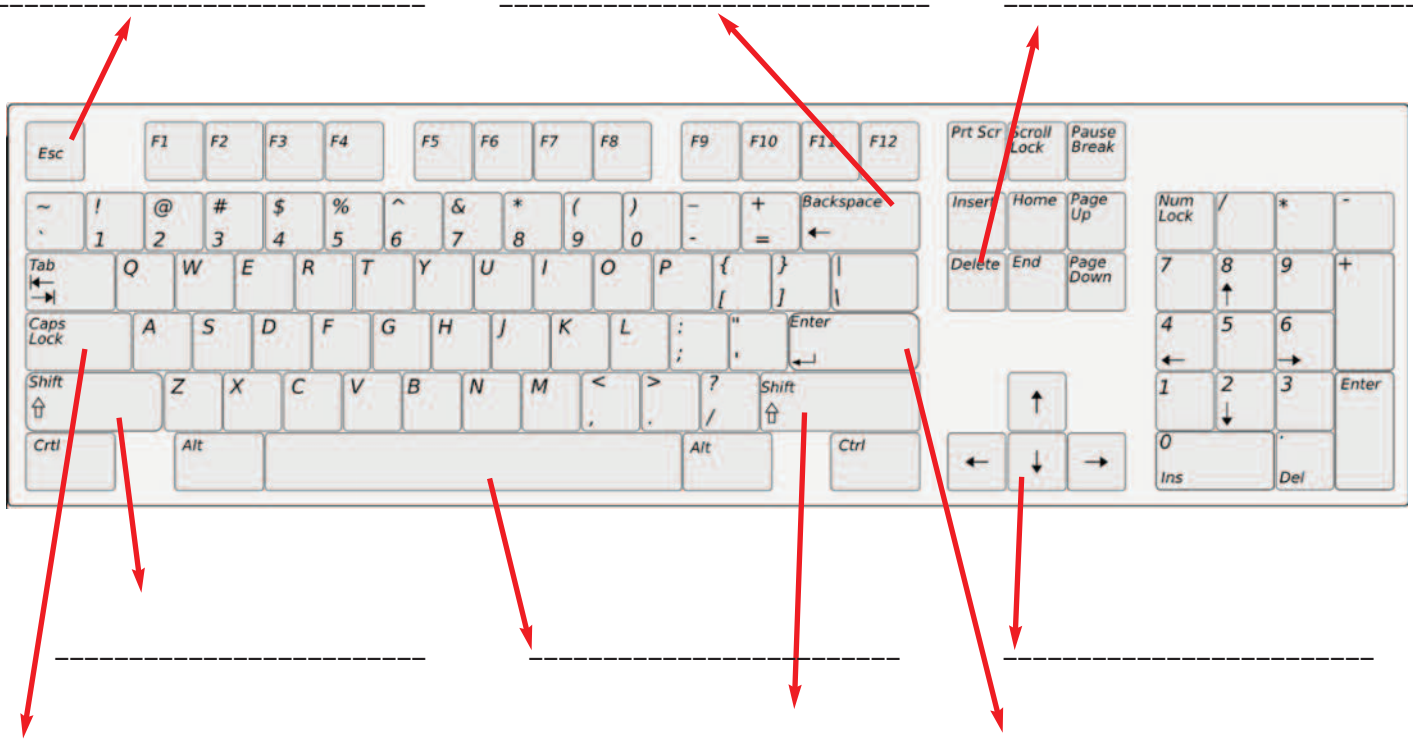
Friday

NovembER

Novemb~~ER~~

November

Parts of the Keyboard



Backspace

Shift

Caps Lock

Spacebar

Enter

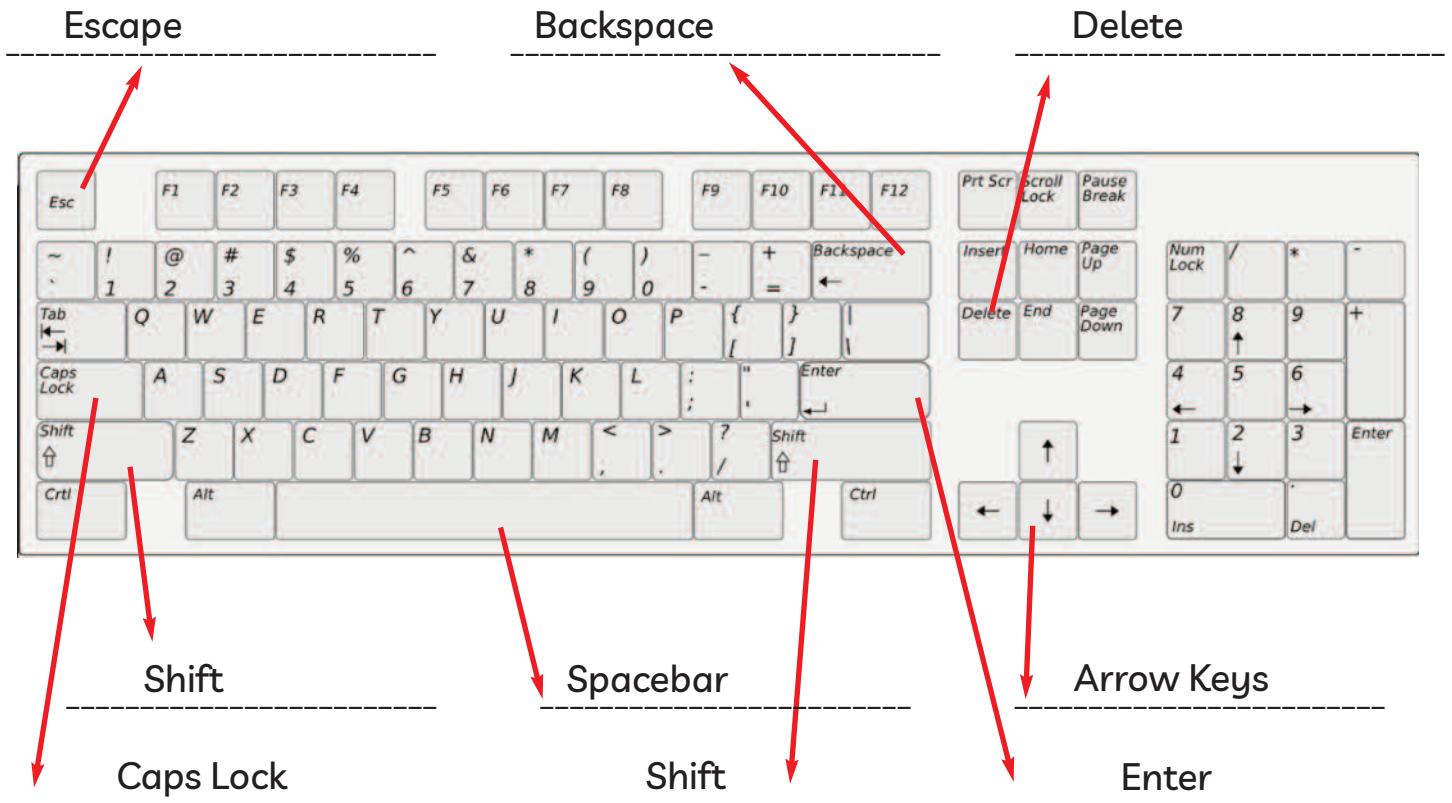
Arrow Keys

Delete

Escape

Shift

Parts of the Keyboard



Backspace

Shift

Caps Lock

Spacebar

Enter

Arrow Keys

Delete

Escape

Shift

asdfjkl

a s d f j k l

ASDFJKL

A S D F J K L

F f D d S s A a J j K k L l

First Name

Last Name

Street

123 Main St

Postal Code

V8W 9S5

V9T 6P2

Date

February 10 2020

March 4 1990

Phone Number

604 522 5902

604 684 2561

1 800 622 6232

1 800 667 4770

1 877 777 3530

1 800 959 8281

? ? ? ? ? ? ? ? ? ? ? ?

Name? Olga Black

First Name? Olga

Last Name? Black

My name is Olga.

Email ?

@ @ @ @ @ @ @ @ @ @

info@issbc.org

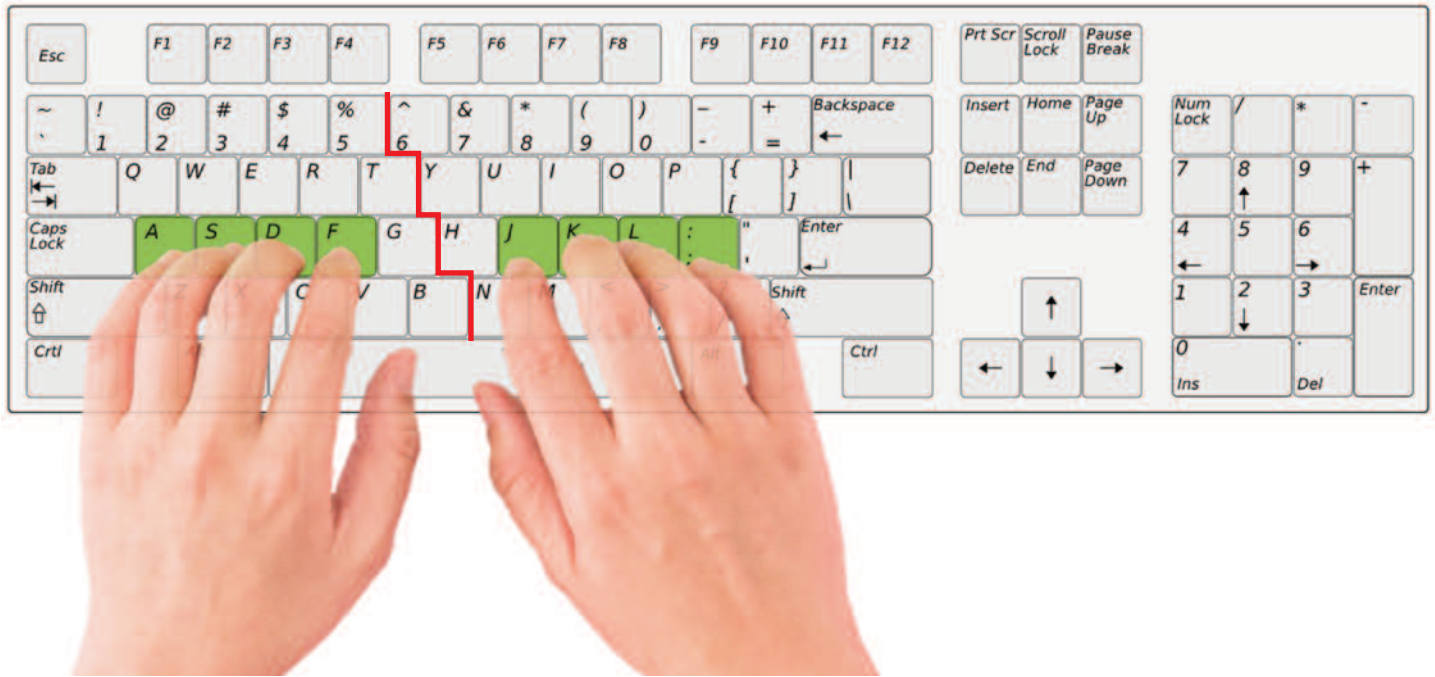
Correct Finger Placement on the Keyboard



Correct Finger Placement on the Keyboard

Left Hand Keys

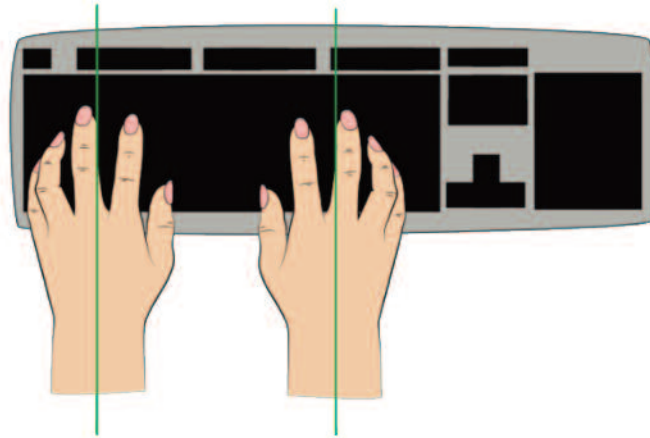
Right Hand Keys



Sitting Correctly

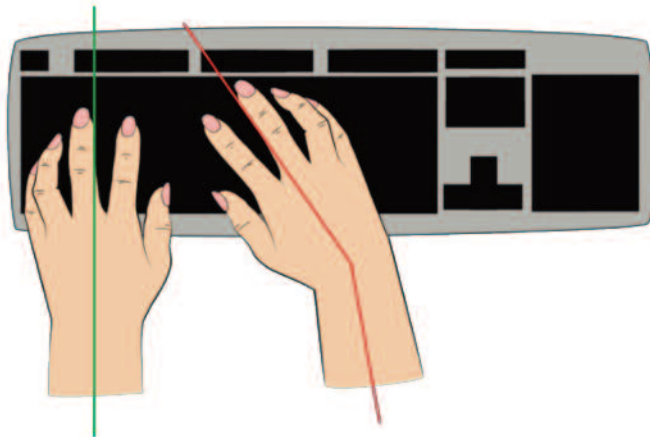


The Right and Wrong Way to Use the Keyboard



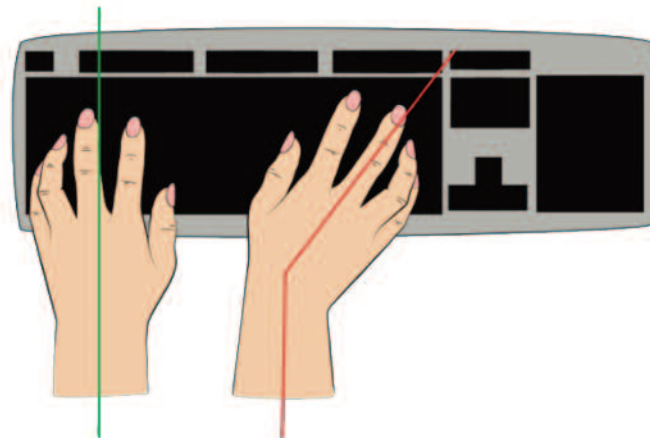
correct

correct



correct

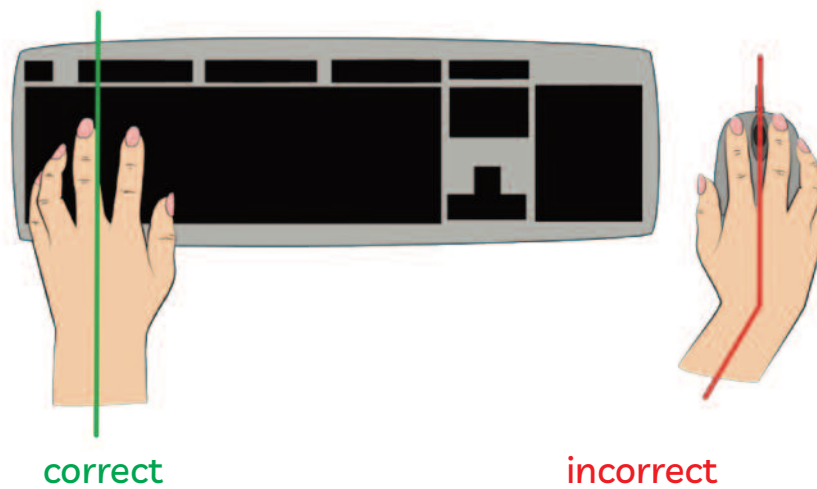
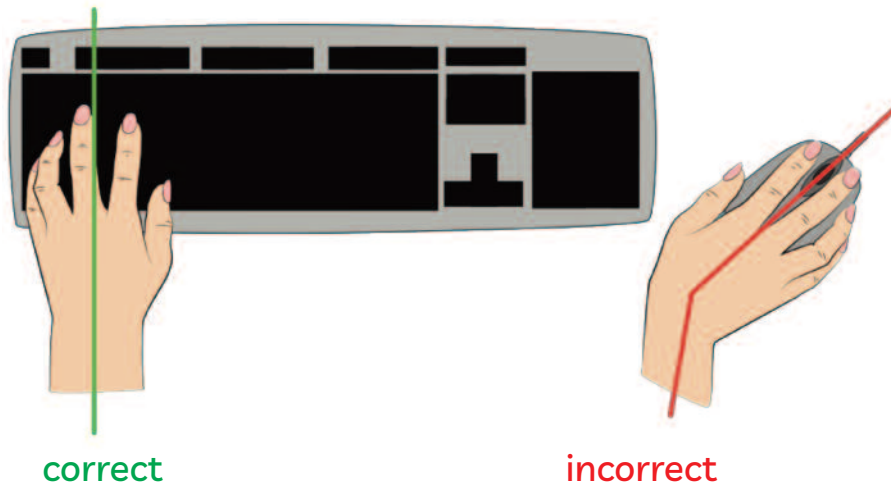
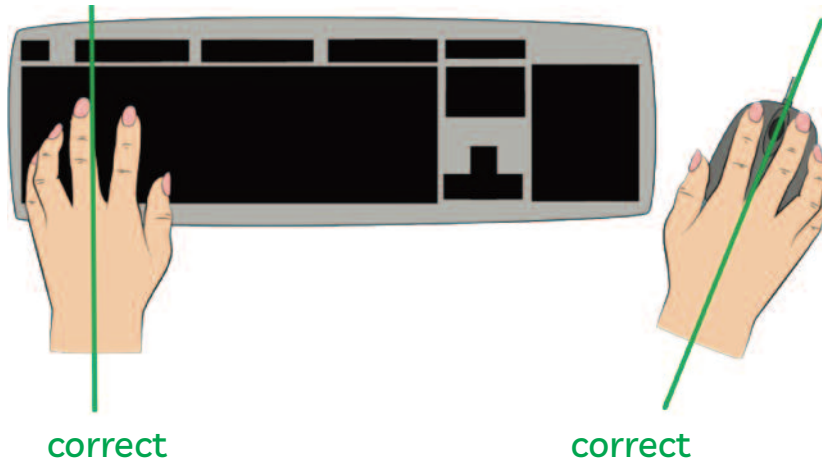
incorrect



correct

incorrect

The Right and Wrong Way to Use the Keyboard



Cursor Shapes



Arrow



I-beam



Hand



typing.com

typing.com



typing.com

typing.com



typing.com

typing.com



typing.com

typing.com



typing.com

typing.com



typing.com

typing.com



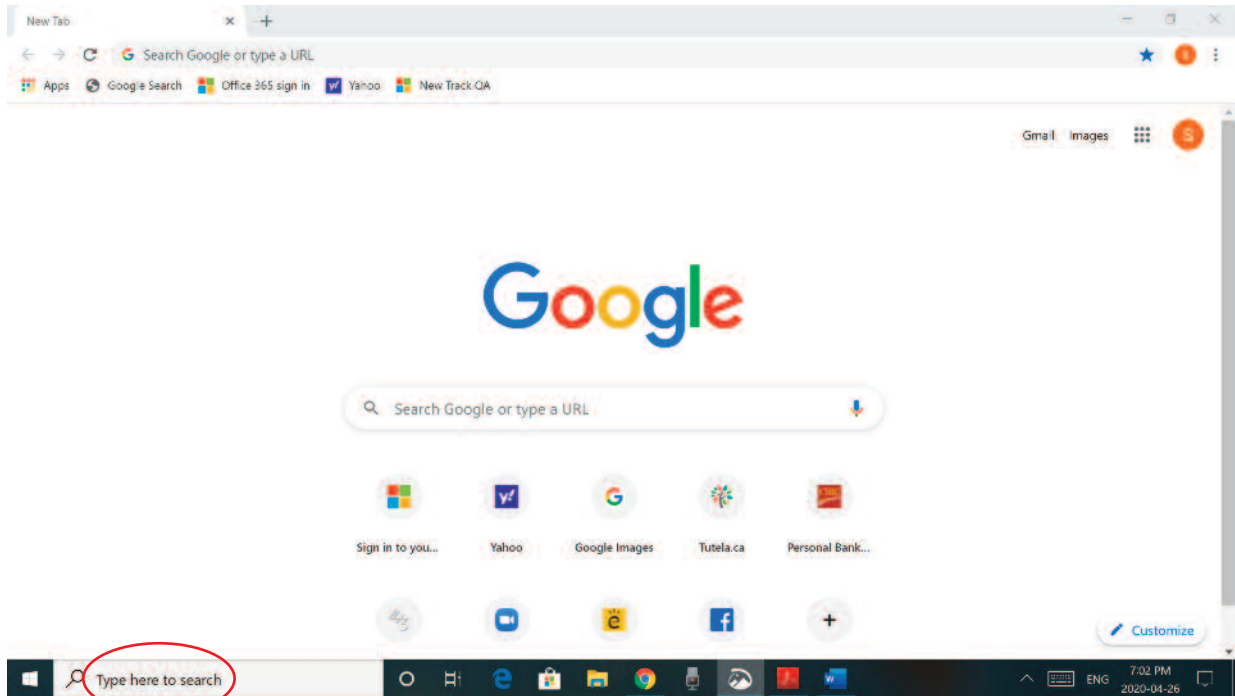
typing.com

typing.com

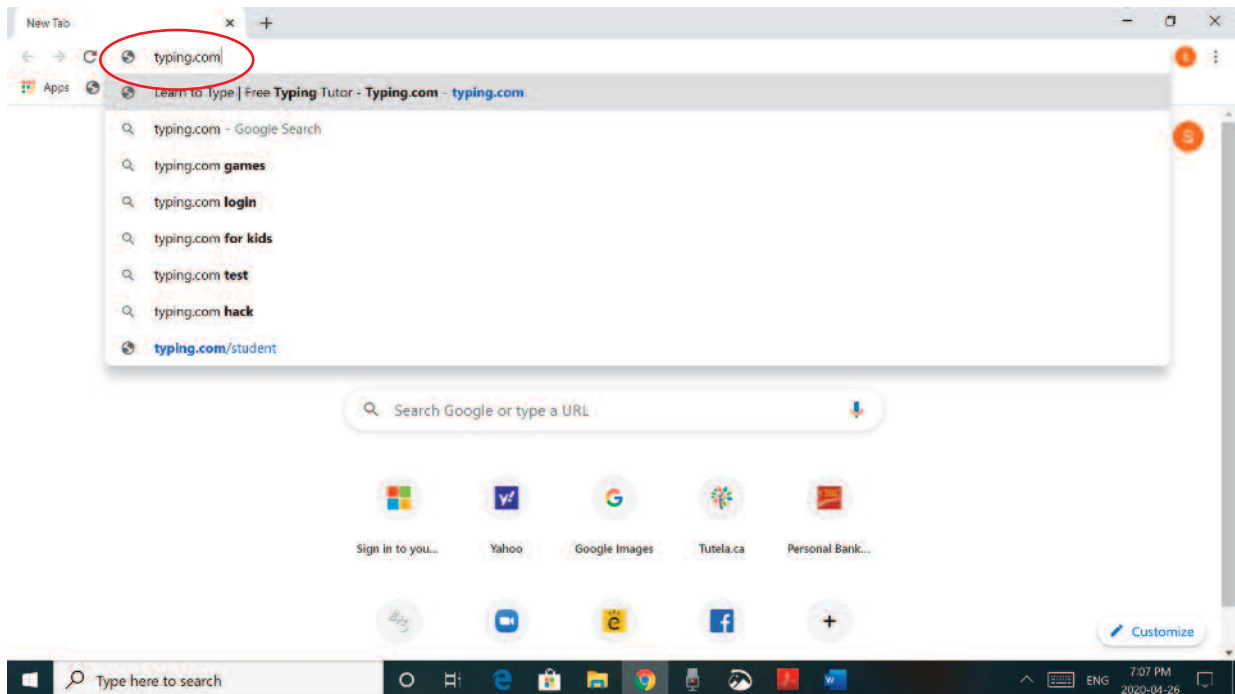


Sign Up / Register for Typing.com

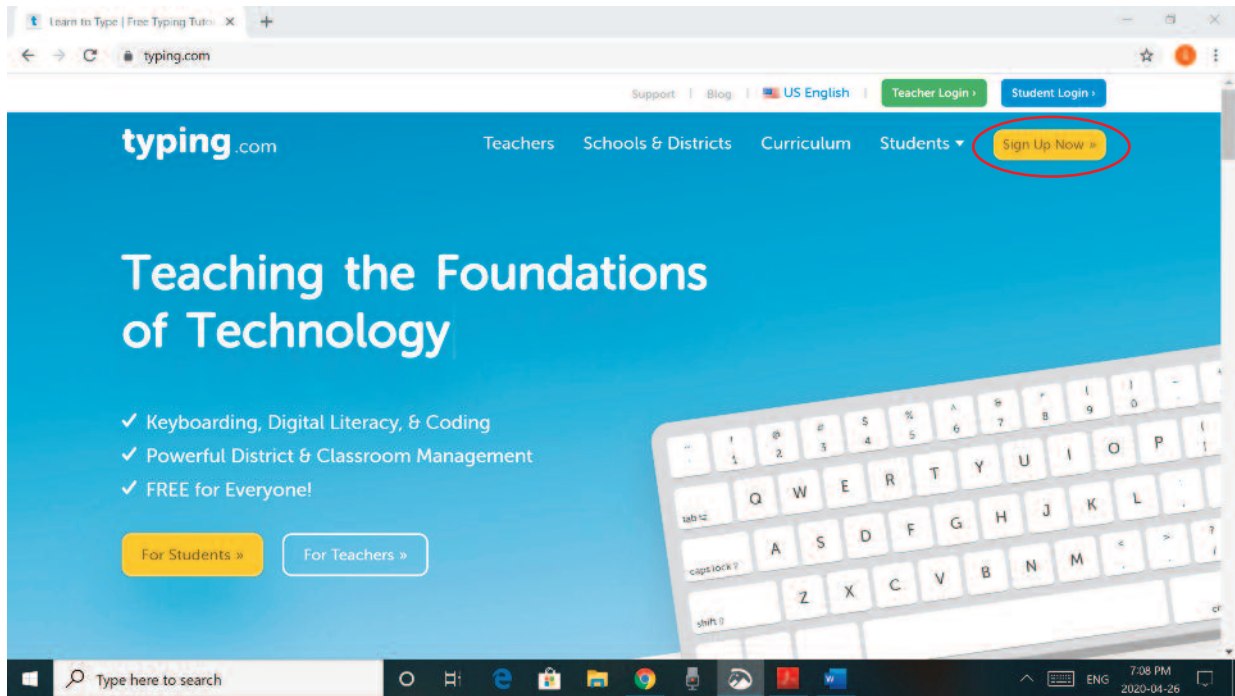
1. Open the browser **Google Chrome**



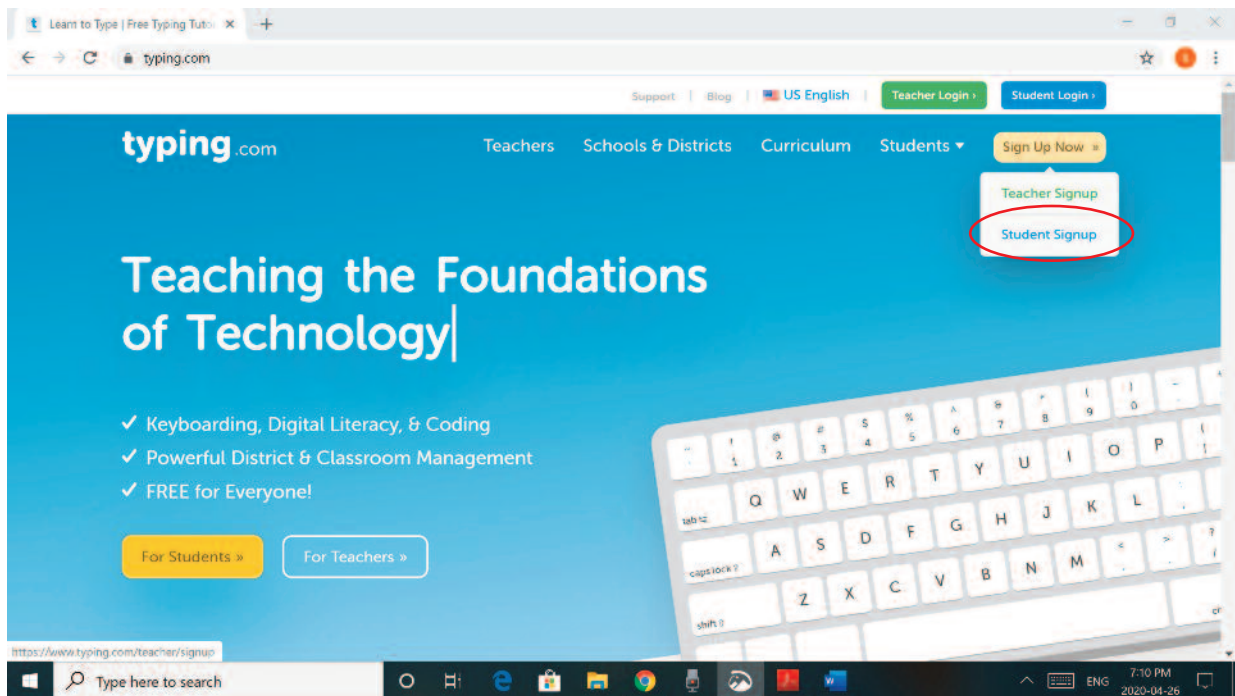
2. Click in the address bar and type: **typing.com** and press **Enter**



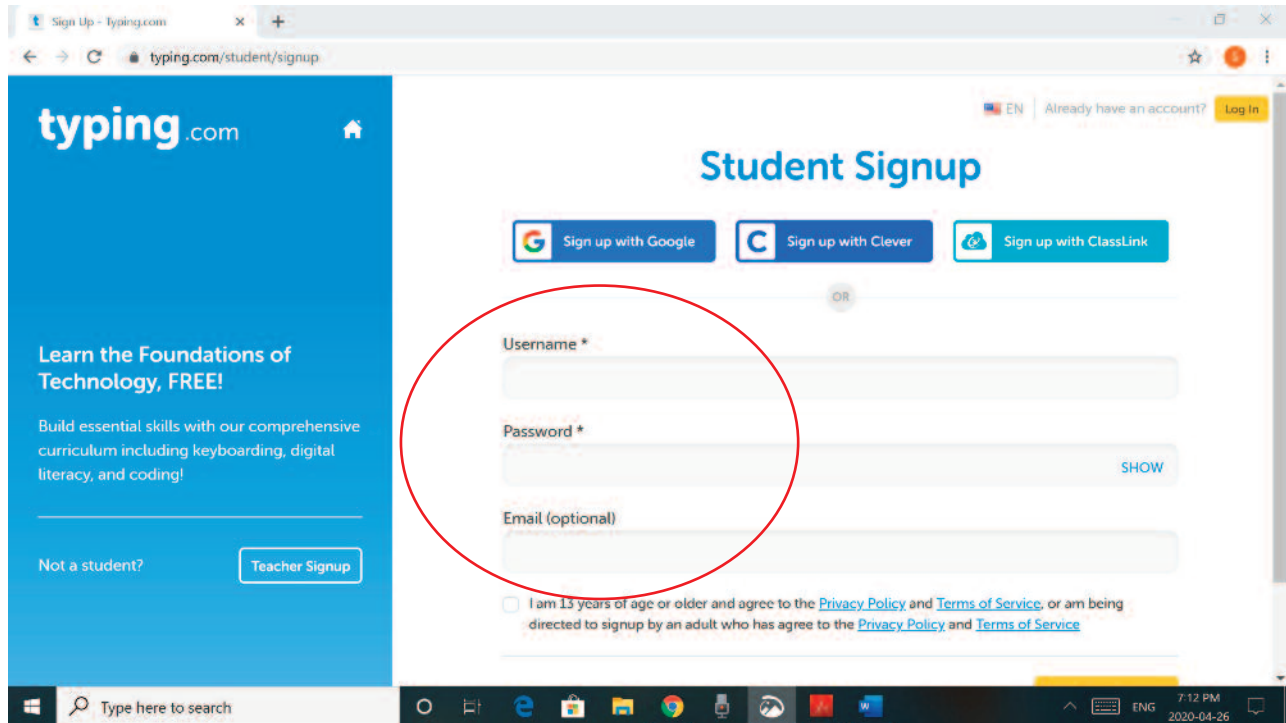
3. Click on **Sign up Now**



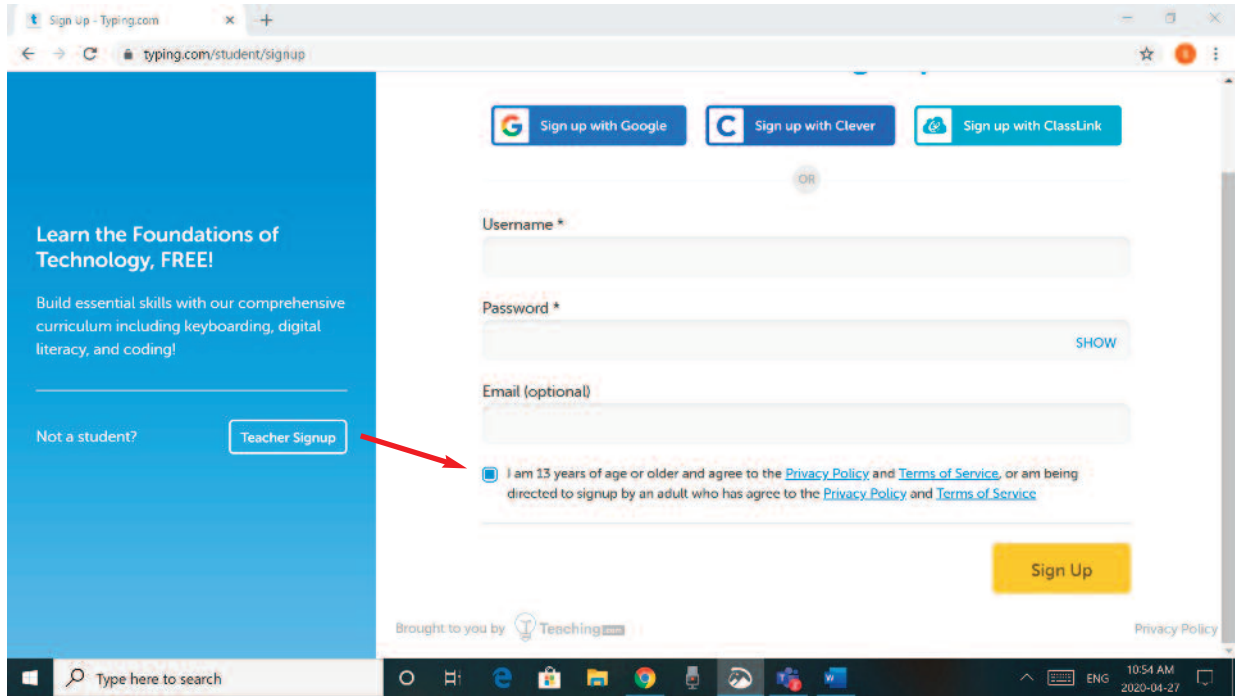
4. Click on **Student Signup**



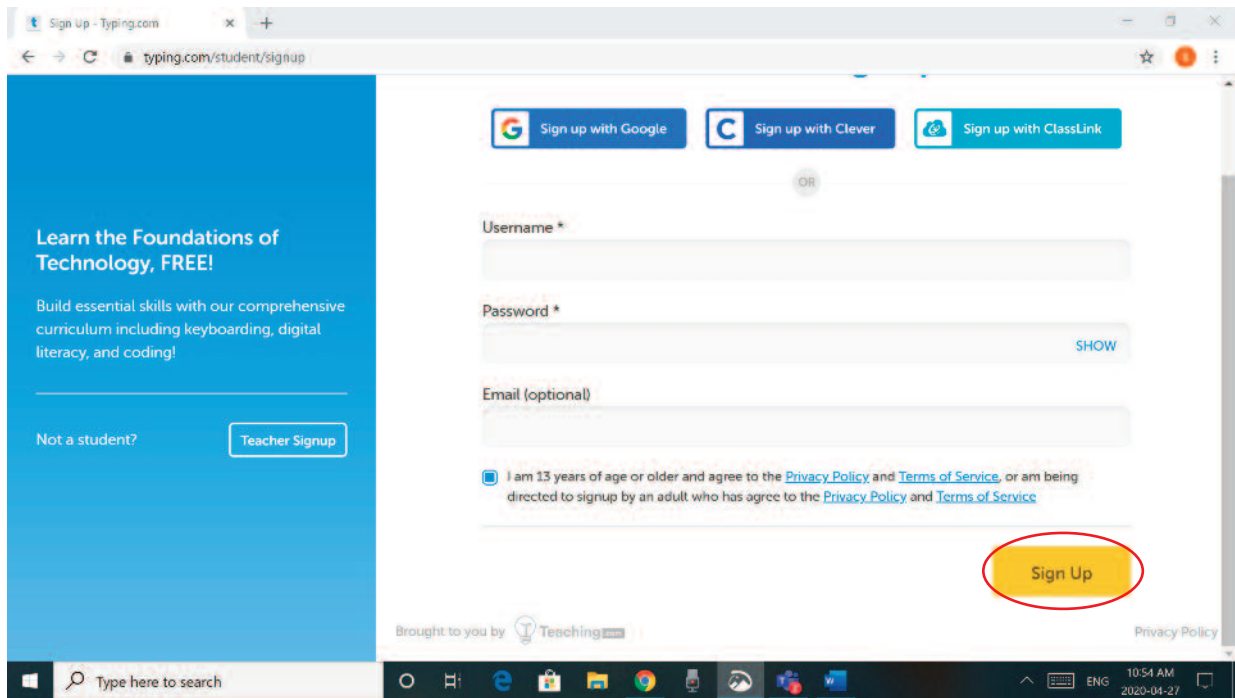
5. **Type:**
- A. **Username**
 - B. **Password.** Something easy for you to remember.
 - C. **the Password again.**



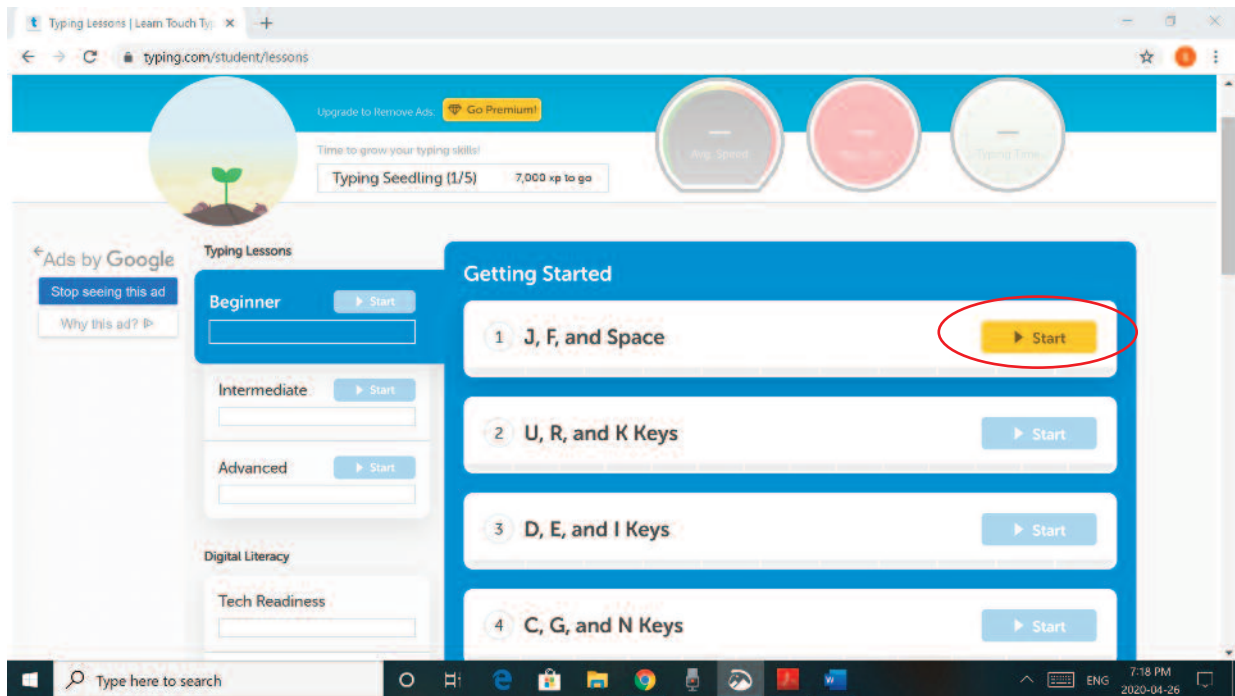
6. Click on the box below:



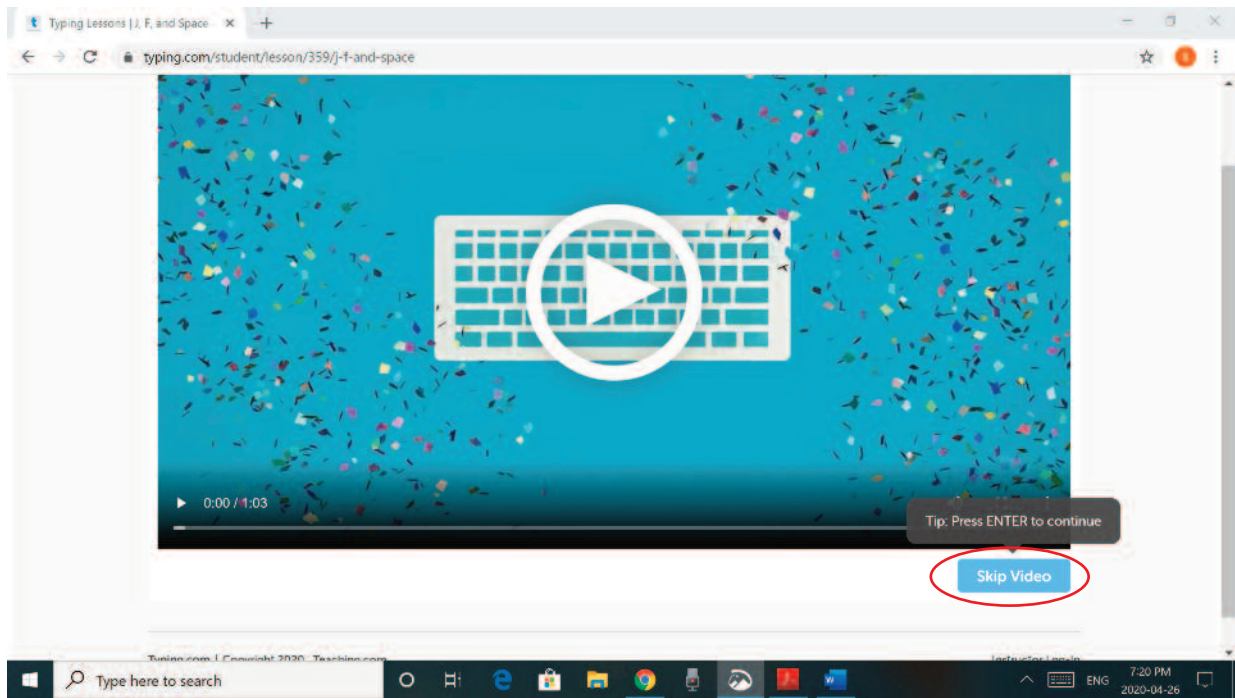
7. Click on **Sign up**



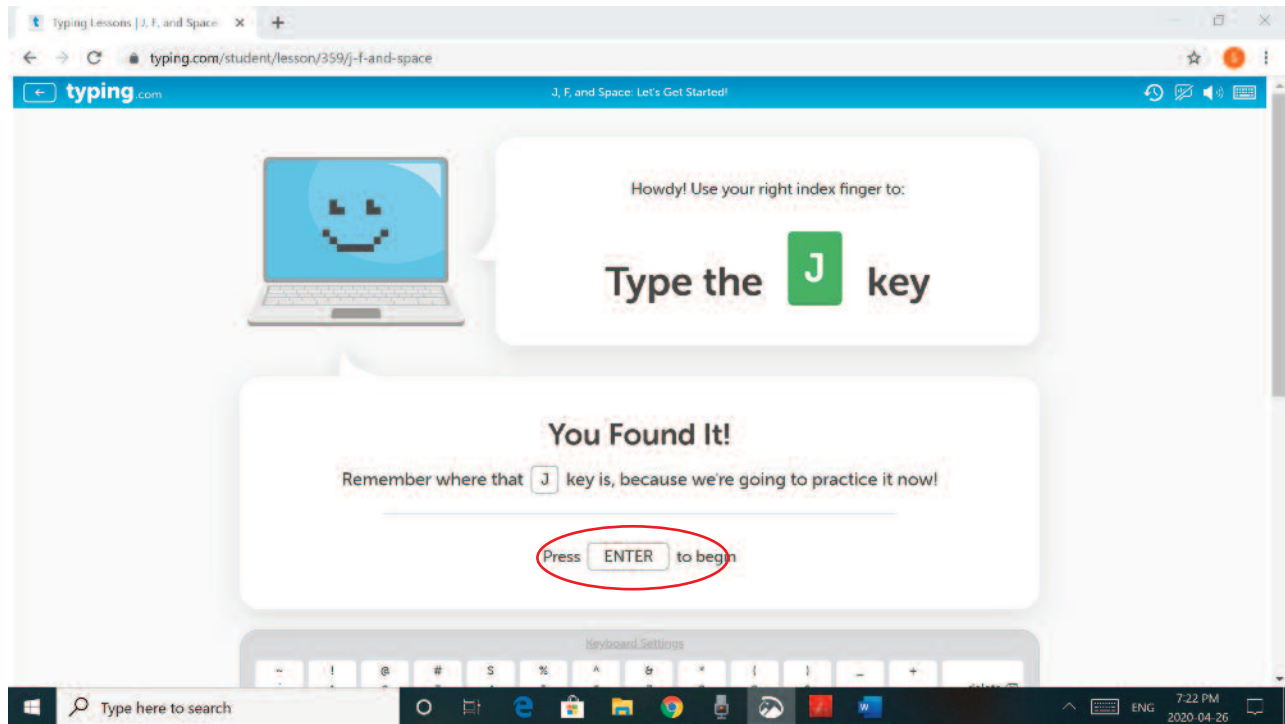
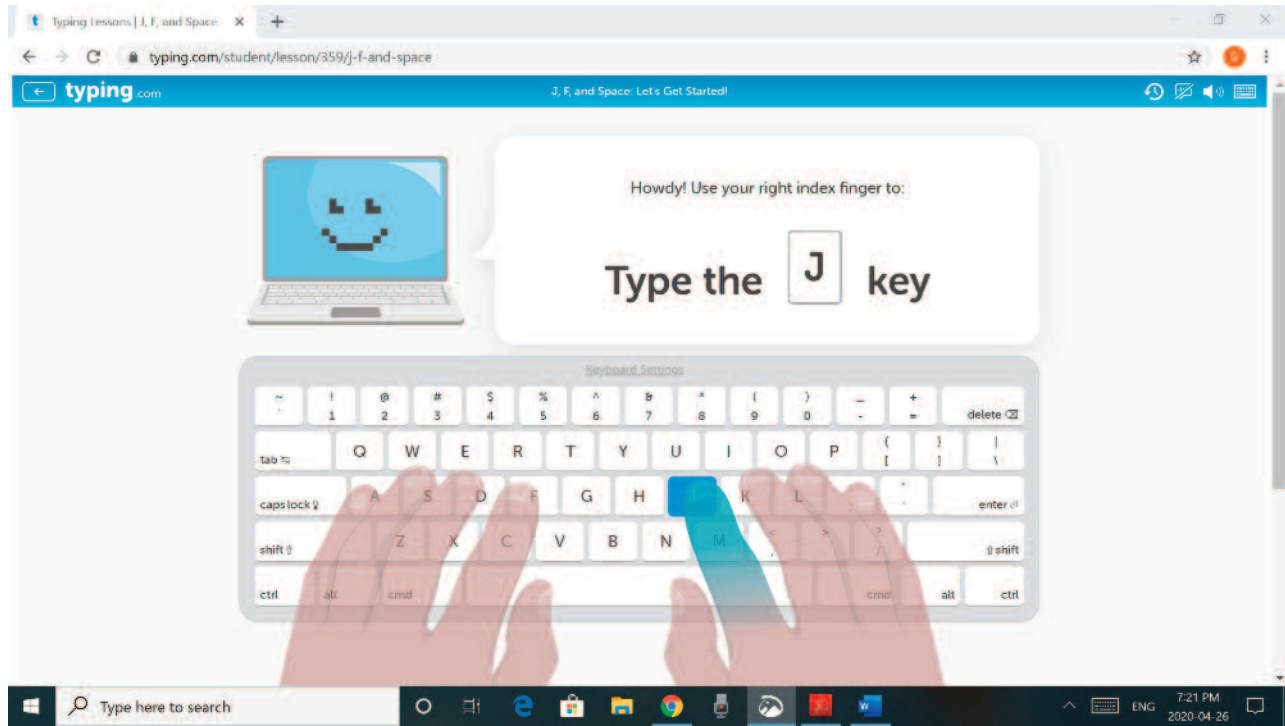
8. Start with the first lesson.

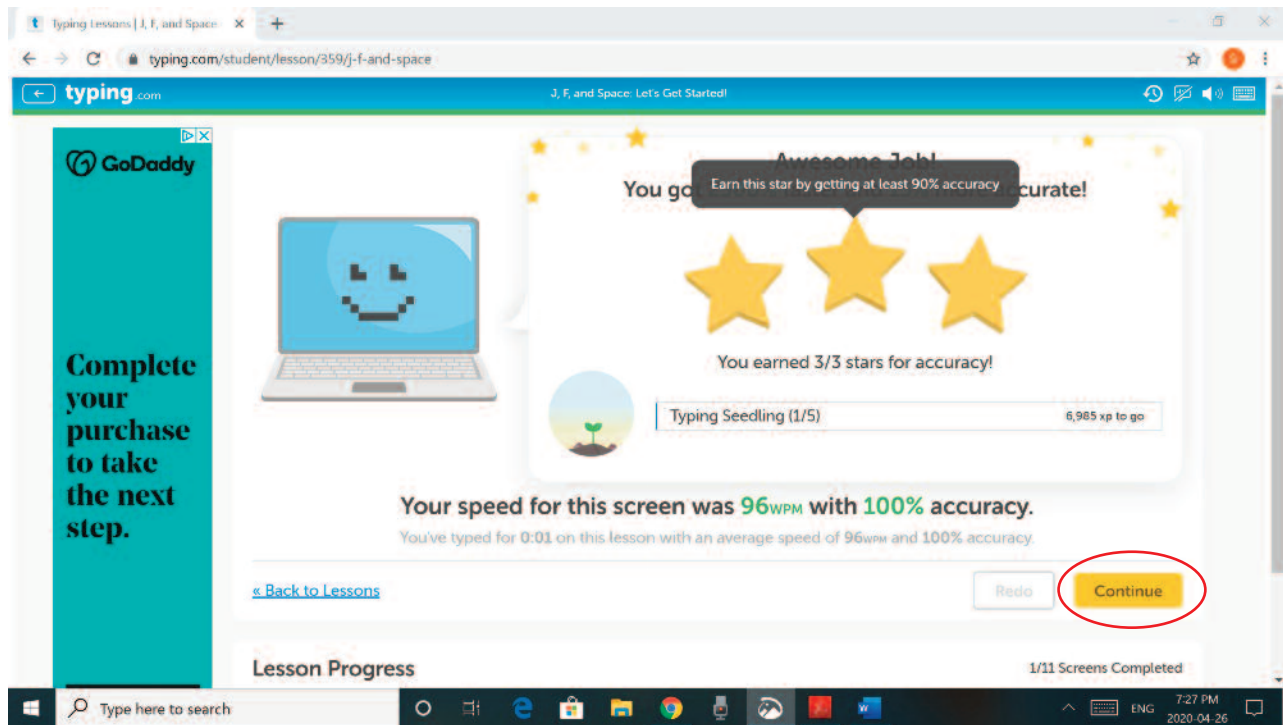
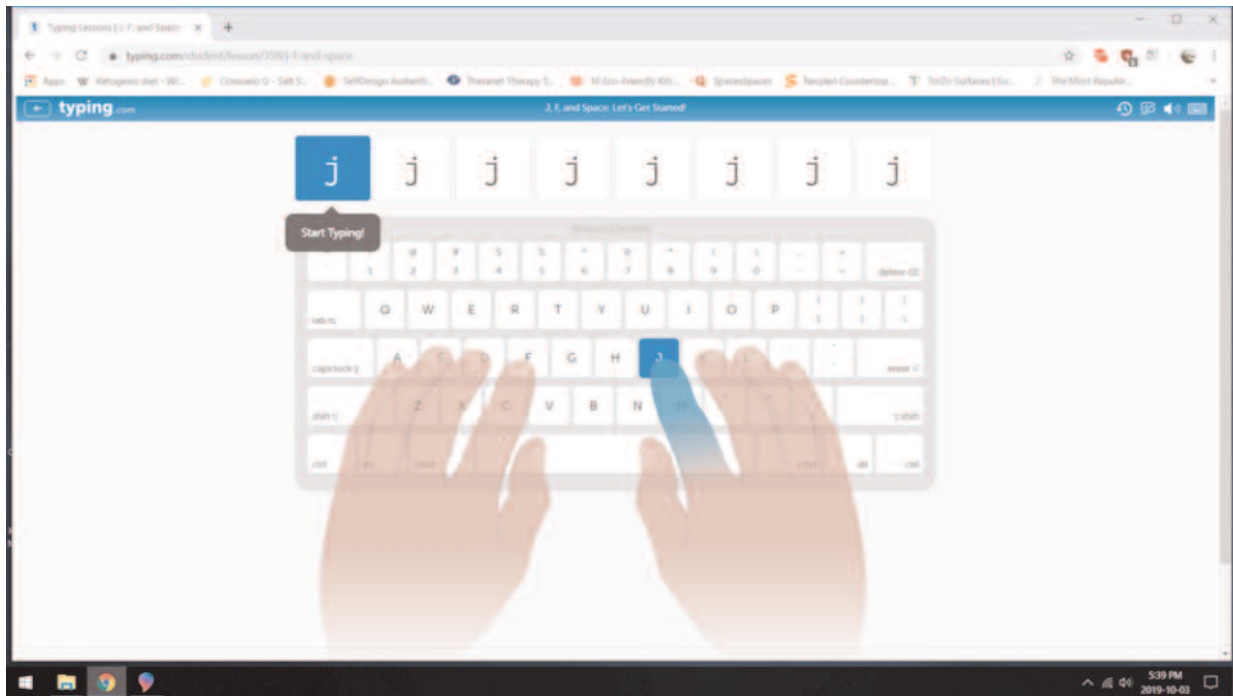


9. Click on Skip Video



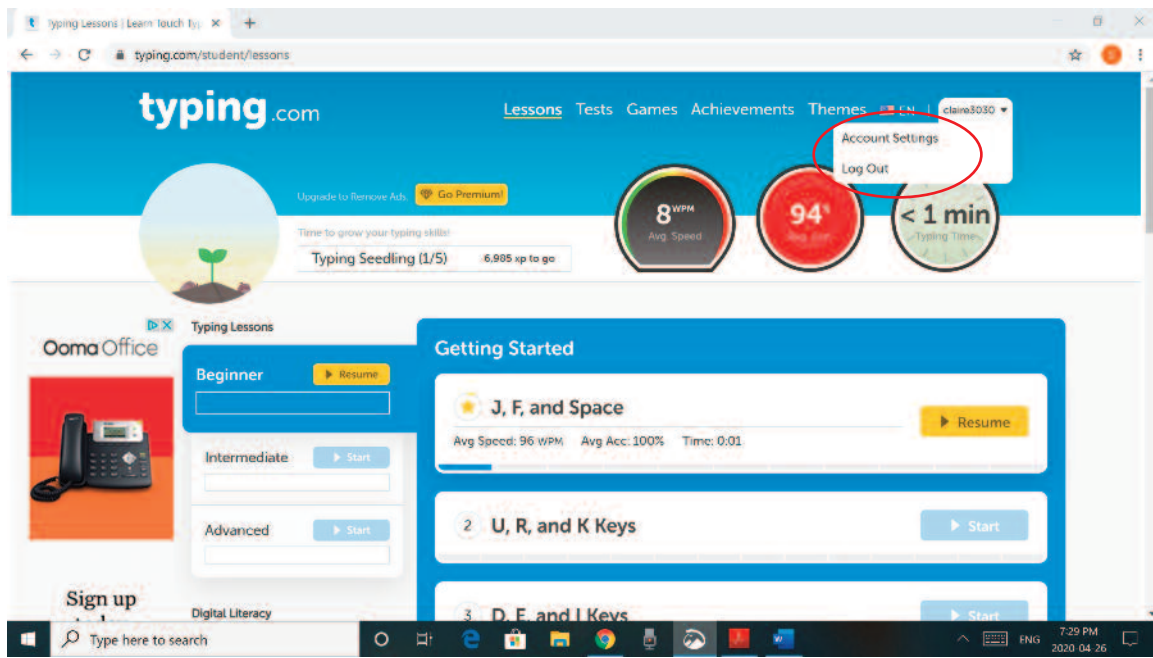
10. Listen, watch and practice.





11. **Log out.**

- a. Click on your **Username** in the top right corner.
- b. Click on **Log Out**



12. **Close the program:** Click on the X.

