



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 

Work in pairs. Sit at a computer.

1 student asks and 1 student answers, then switch.

Ask your partner:

Show me the **Enter** key. or Where is the **Enter** key?

Now ask about these keys:

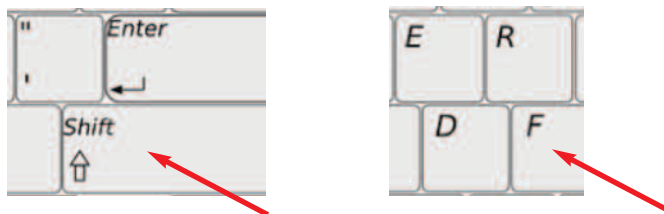
Enter Backspace Shift Arrow Keys Spacebar Delete

Ask your partner these questions.

Don't give the answer to your partner. Let them try to answer.

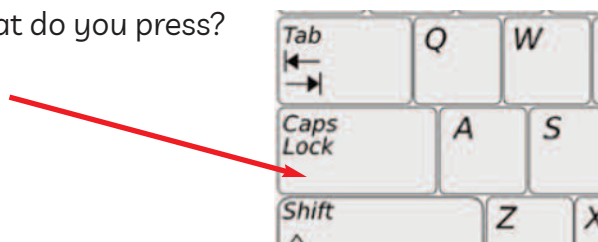
1. You want only one letter capital. Capital F. What do you press?

Answer: Shift + the letter



2. You want all letters capital. What do you press?

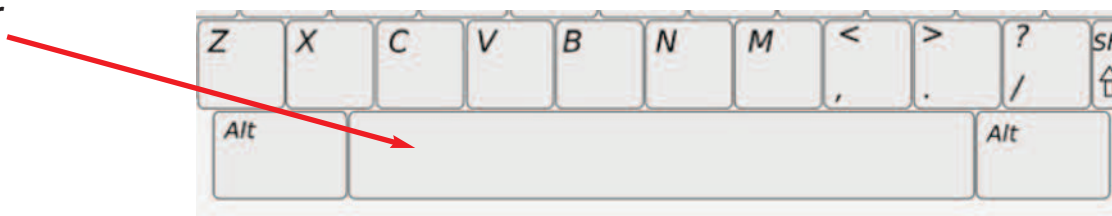
Answer: Caps Lock



3. Turn off Caps Lock. What do you do? **Answer: Press Caps Lock again**

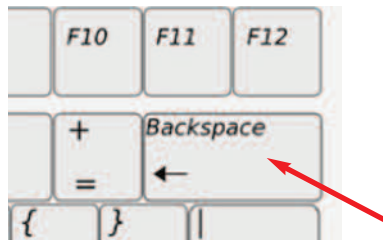
4. You need a space between words. What do you press?

Answer: Spacebar



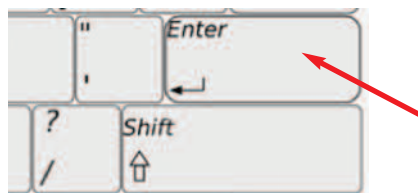
5. You typed the wrong letter. Go back and erase it. What do you press?

Answer: Backspace



6. You want to go down a line. What do you press?

Answer: Enter



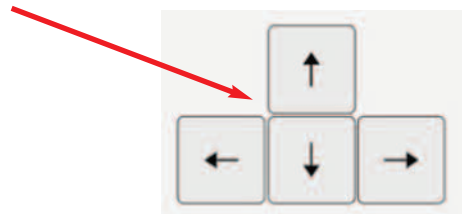
7. Erase a letter to the right of the cursor. What key do you press?

Answer: Delete

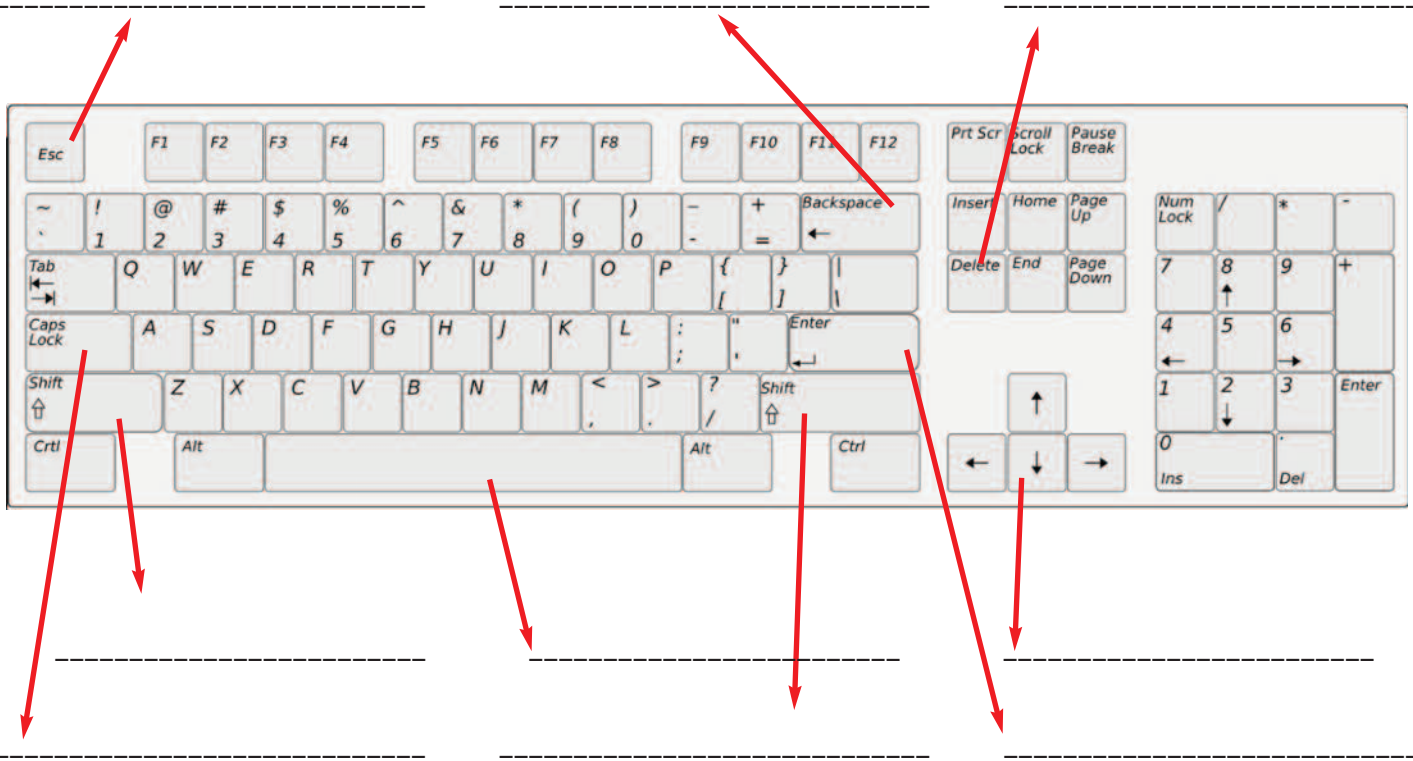


8. Move the cursor up, down, right and left. Don't delete any letters. What keys do you press?

Answer: Arrow Keys



Parts of the Keyboard



Backspace

Shift

Caps Lock

Spacebar

Enter

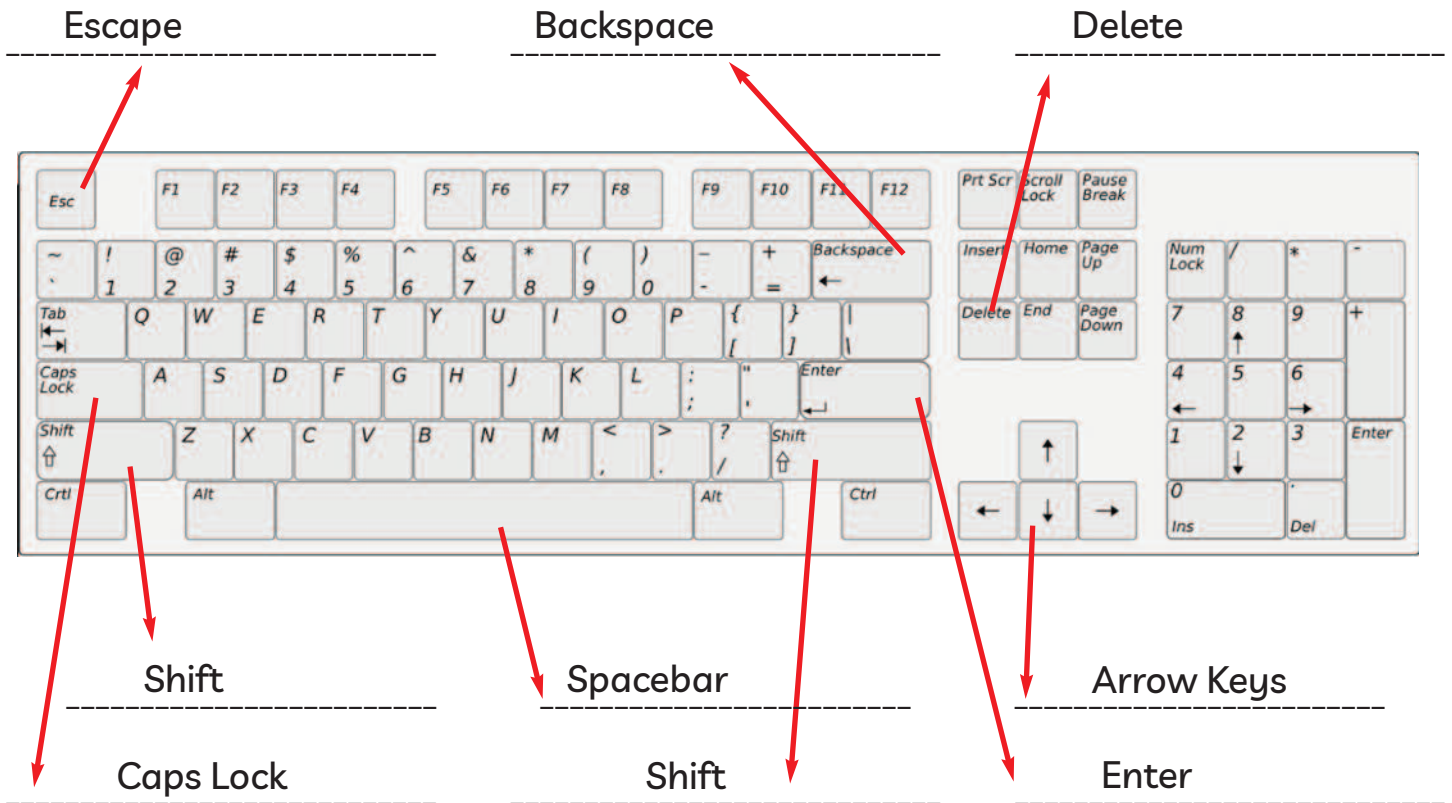
Arrow Keys

Delete

Escape

Shift

Parts of the Keyboard



Backspace

Shift

Caps Lock

Spacebar

Enter

Arrow Keys

Delete

Escape

Shift

CANADA

NEW WEST

VANCOUVER

BURNABY

CAPITALS

KEYS

COMPUTER

CLASS

NAME

BC

FRIDAY

ISSBC

Caps
Lock



Canada

New West

Vancouver

Burnaby

Capitals

Keys

Computer

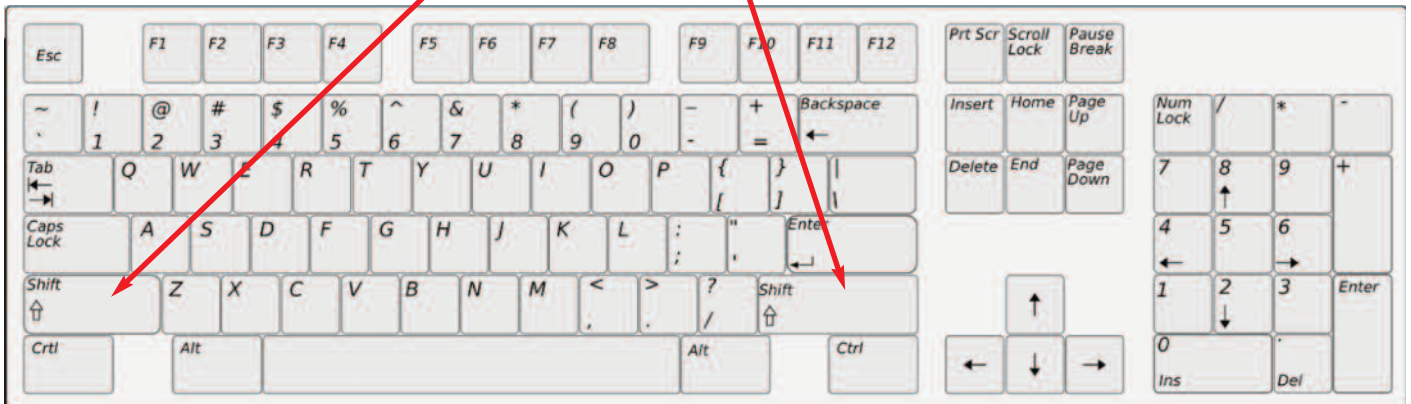
Class

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



CanaDA

Cana~~DA~~

Canada

BurnaBY

Burna~~BY~~

Burnaby

VancouvER

Vancouv~~ER~~

Vancouver

FridAY

Frid~~AY~~

Friday

NovembER

Novemb~~ER~~

November

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

Canada

First Name

Last Name

Street

Phone Number

Time

Module 2-CLB 2/3-Digital Skill 1-Part B-Practice-Handout



Work in pairs. Sit at a computer.

1 student asks and 1 student answers, then switch.

Ask your partner:

Show me the **Enter** key. or Where is the **Enter** key?

Now ask about these keys:

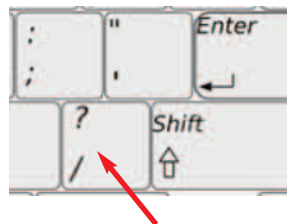
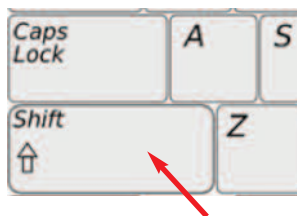
Home End .Dot / period Numbers Hyphen - @ At ? Question Mark

Ask your partner these questions.

Don't give the answer to your partner. Let them try to answer.

1. Type a question mark (?). Show me how.

Answer: Shift + ?



2. Type the @ (at) symbol. Show me how.

Answer: Shift + @



3. Go to the beginning of a line. What do you press?

Answer: Home



4. Move your cursor to the end of a line. What do you press?

Answer: End



5. Type these numbers: 479182

Do you use the Shift key? **Answer: No**

6. Which key has the dot or period? Show me.

Answer: Point to this key

Telephone 604-522-5902

1-800-622-6232

Who is she?

My mother-in-law.

Her email is betty-lee67@gmail.com

@ @ @ @ @ @ @ @ - @ - @ ? ? ? @ ? - @ ?

What is the address?

125-757 W. Hastings St

V8W 9S5

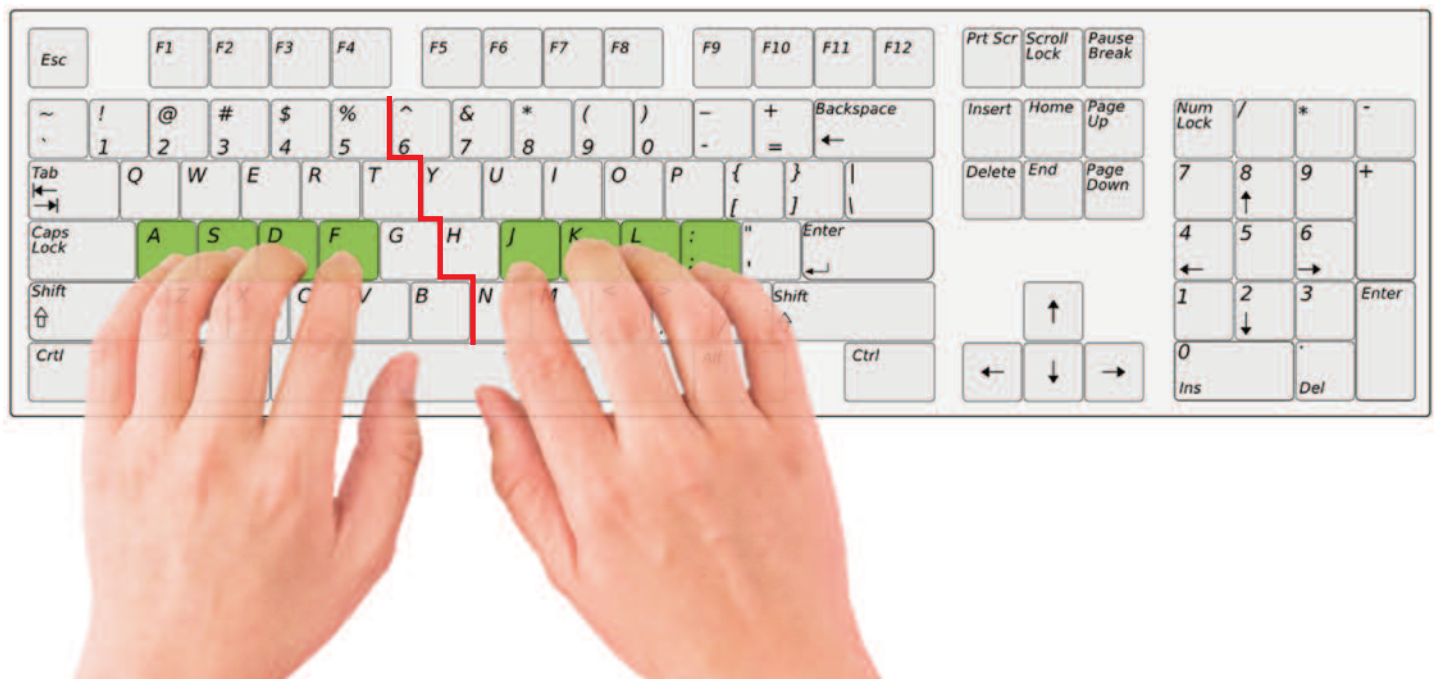
Correct Finger Placement on the Keyboard



Correct Finger Placement on the Keyboard

Left Hand Keys

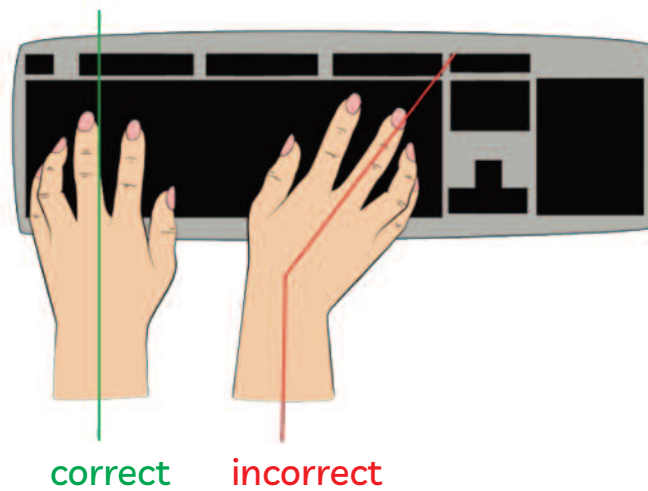
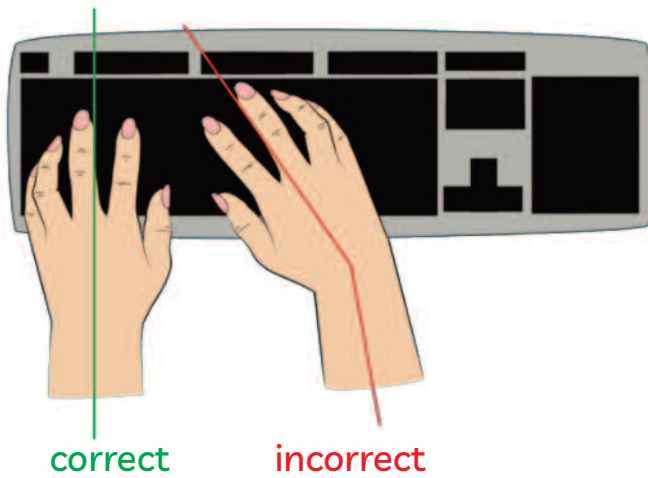
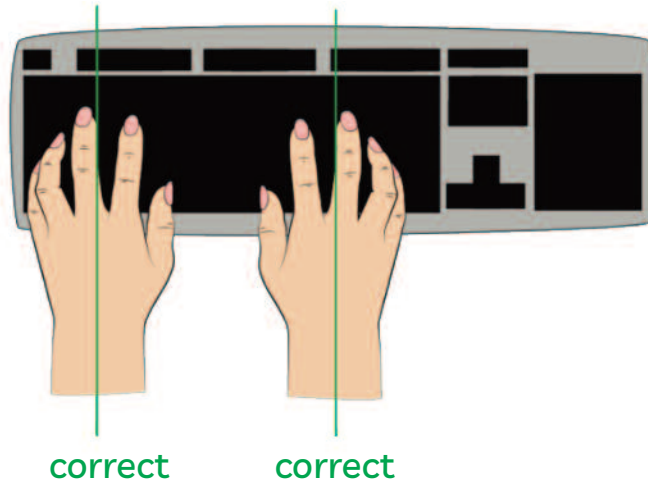
Right Hand Keys



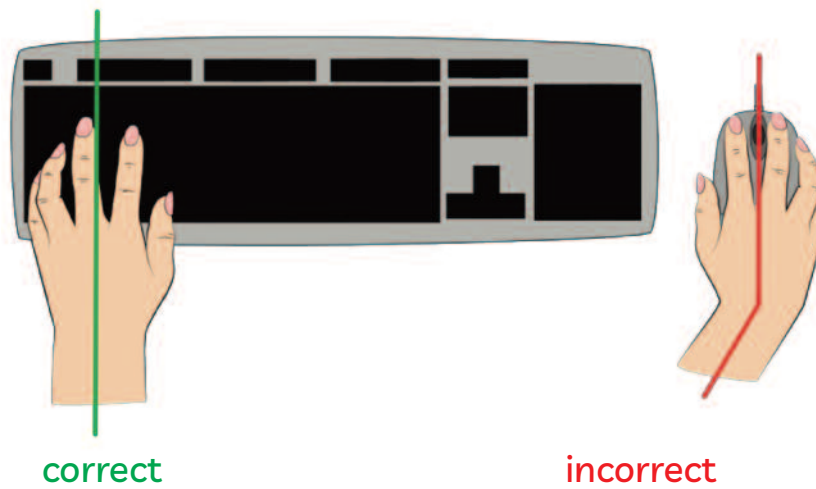
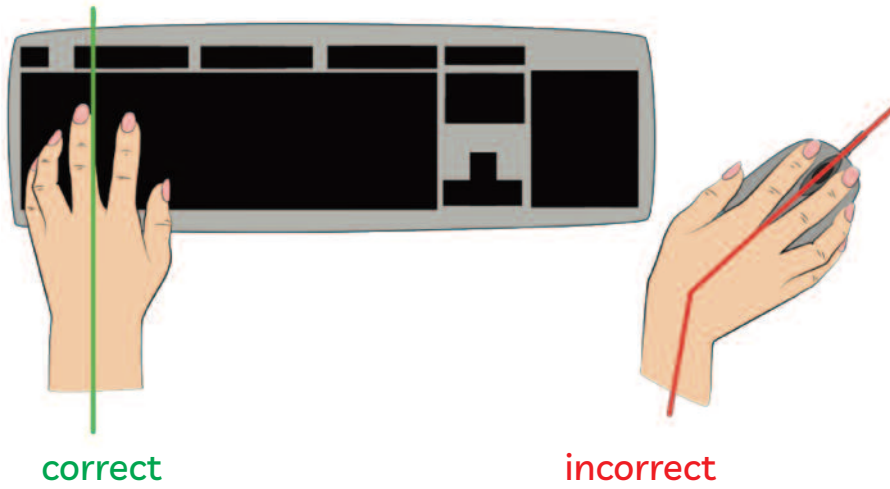
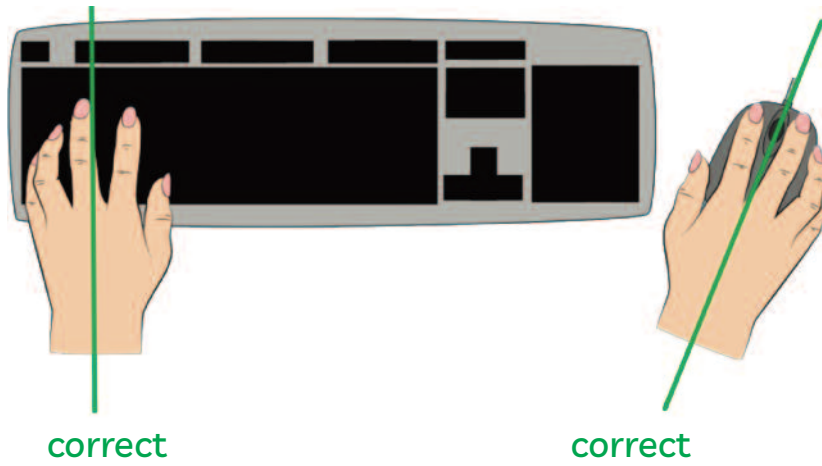
Sitting Correctly



The Right and Wrong Way to Use the Keyboard



The Right and Wrong Way to Use the Keyboard



Cursor Shapes



Arrow



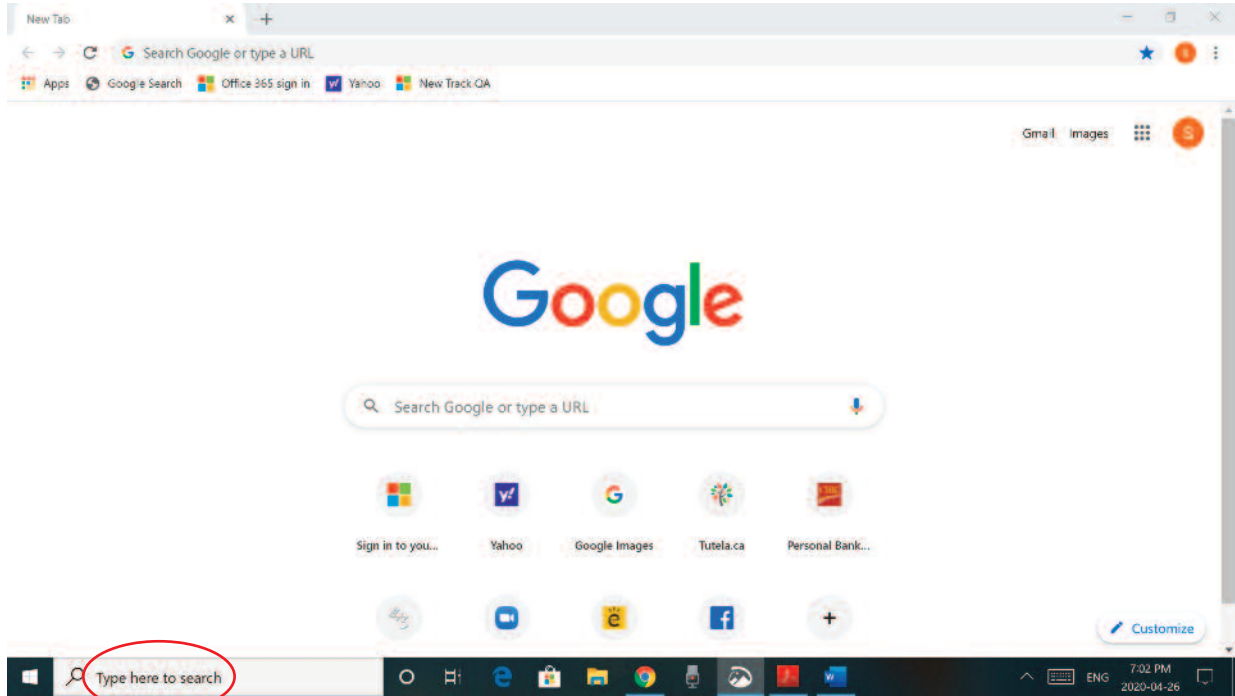
I-beam



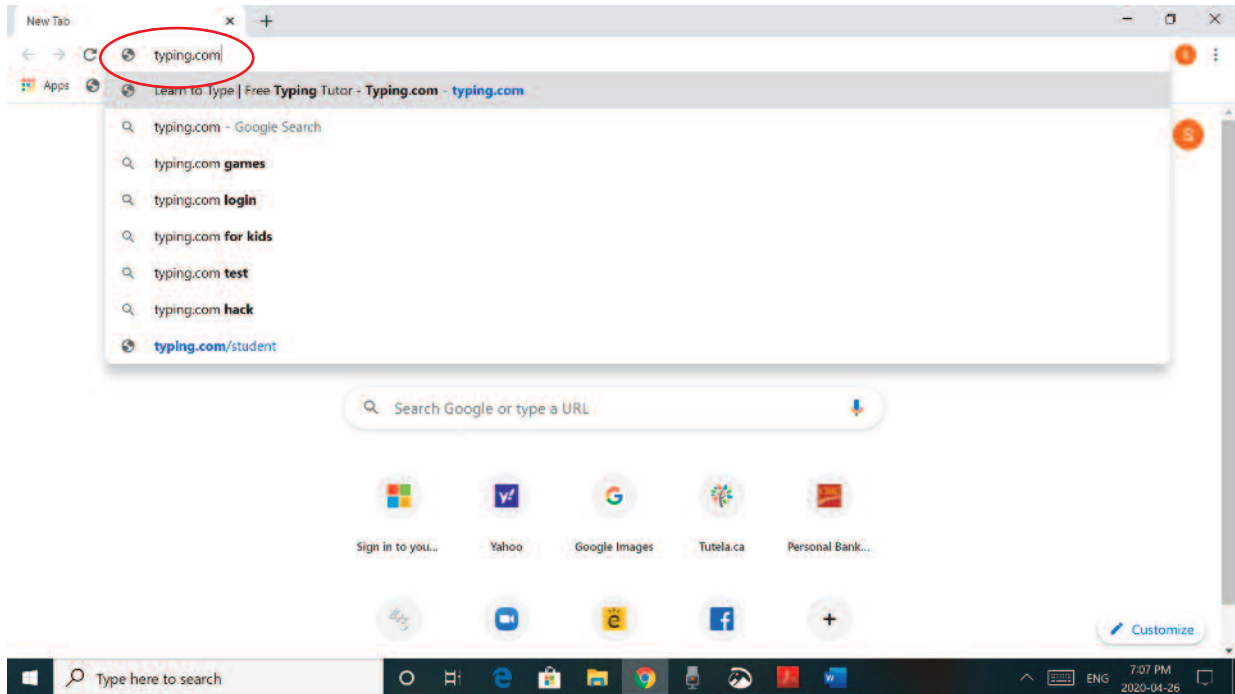
Hand

Sign Up / Register for Typing.com

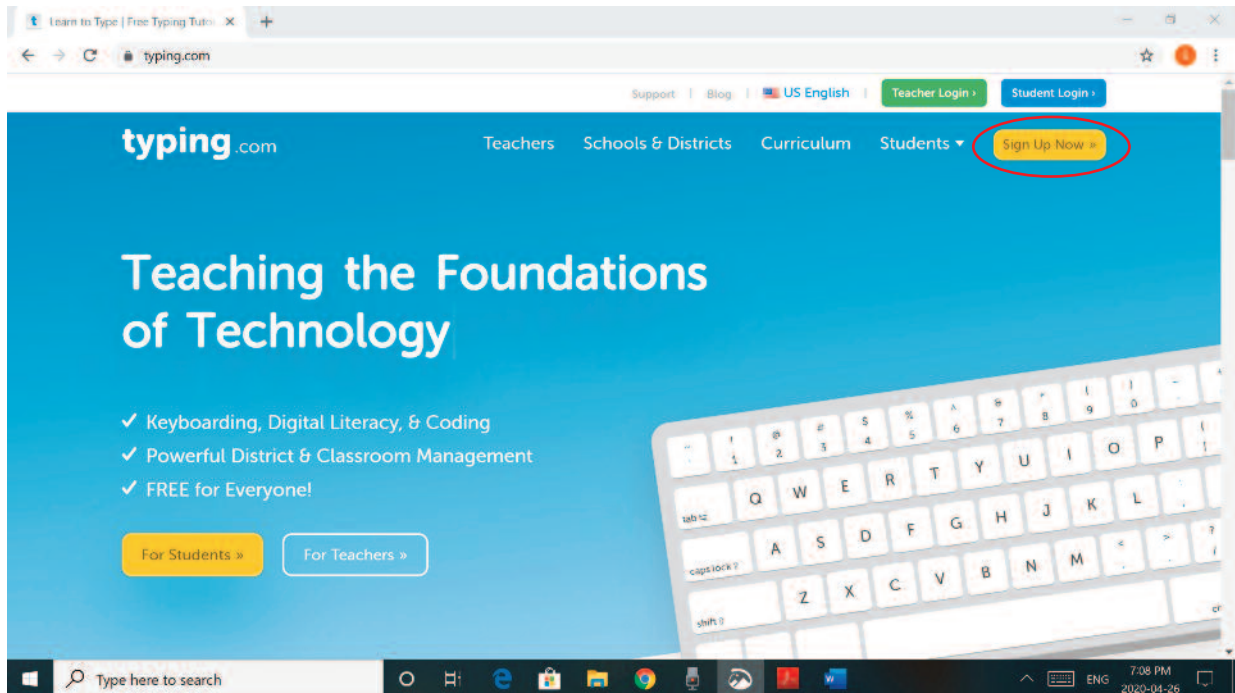
1. Open the browser **Google Chrome**



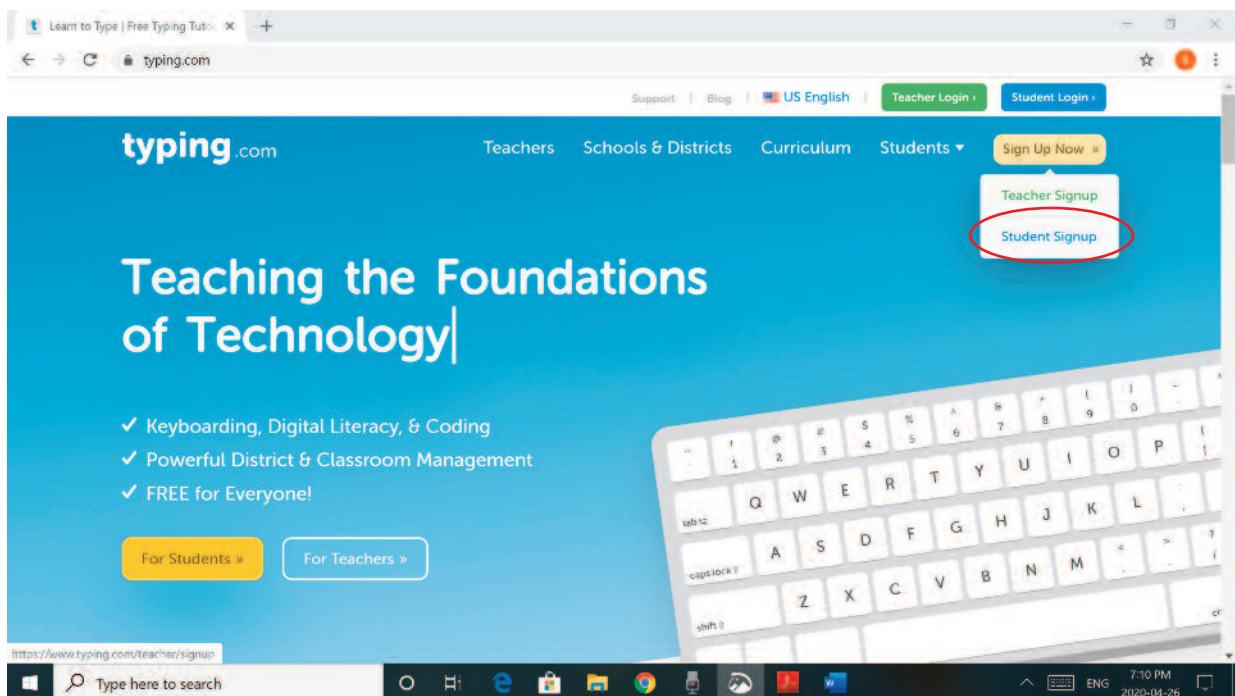
2. Click in the address bar and type: **typing.com** and press **Enter**



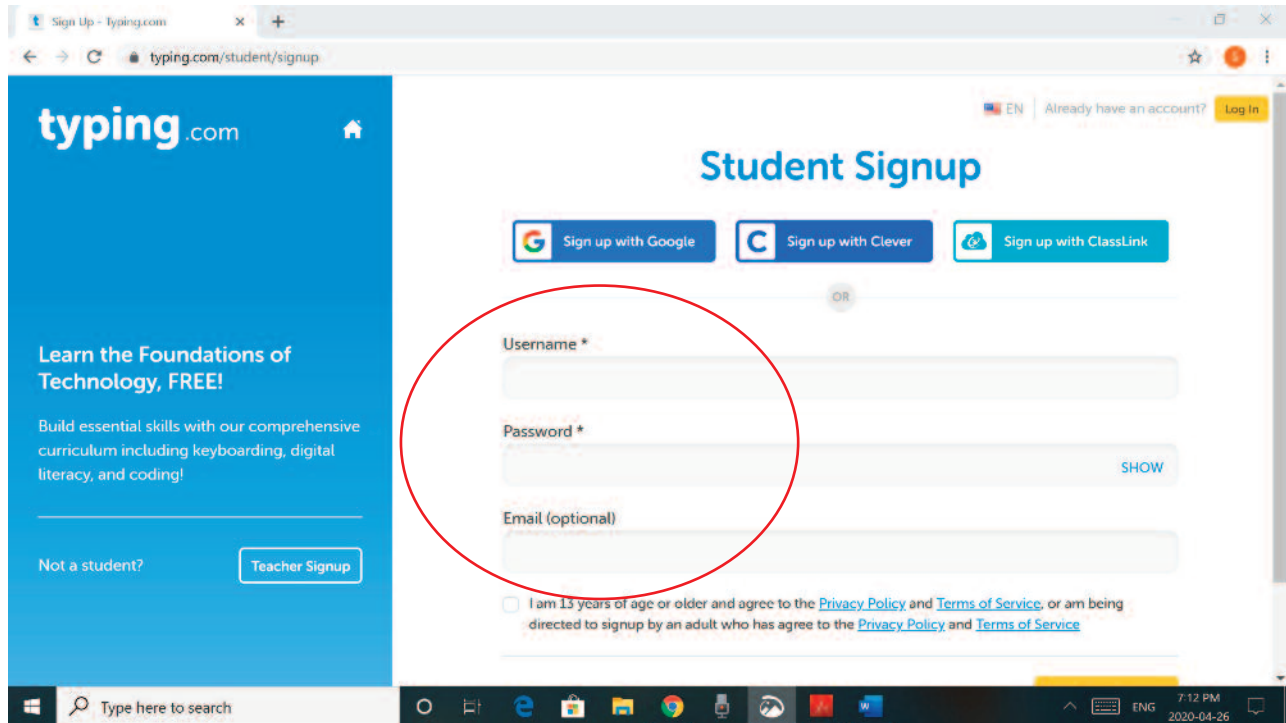
3. Click on **Sign up Now**



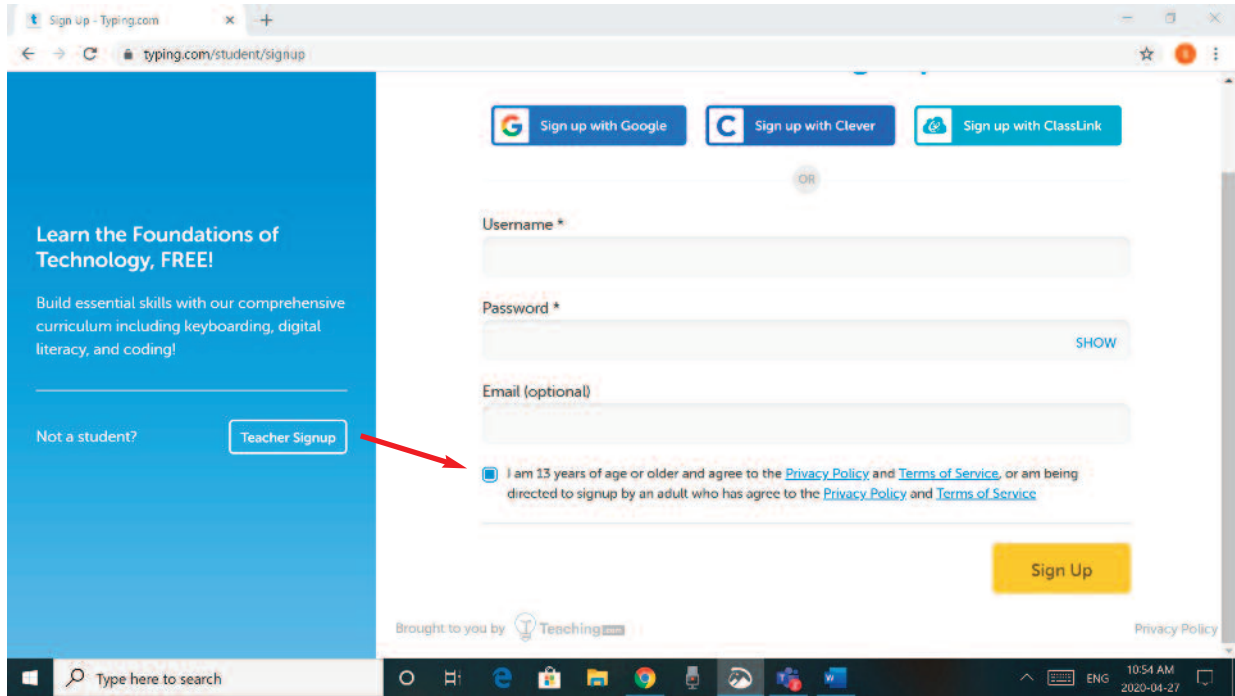
4. Click on **Student Signup**



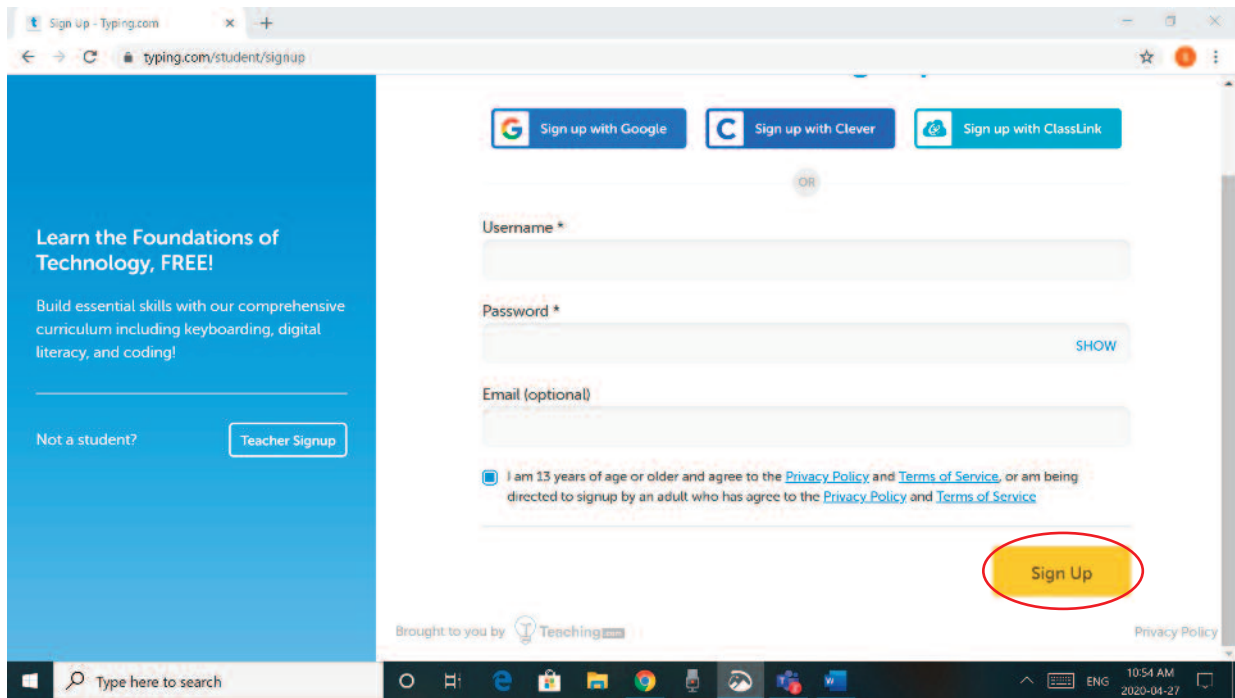
5. **Type:**
- A. **Username**
 - B. **Password.** Something easy for you to remember.
 - C. **the Password again.**



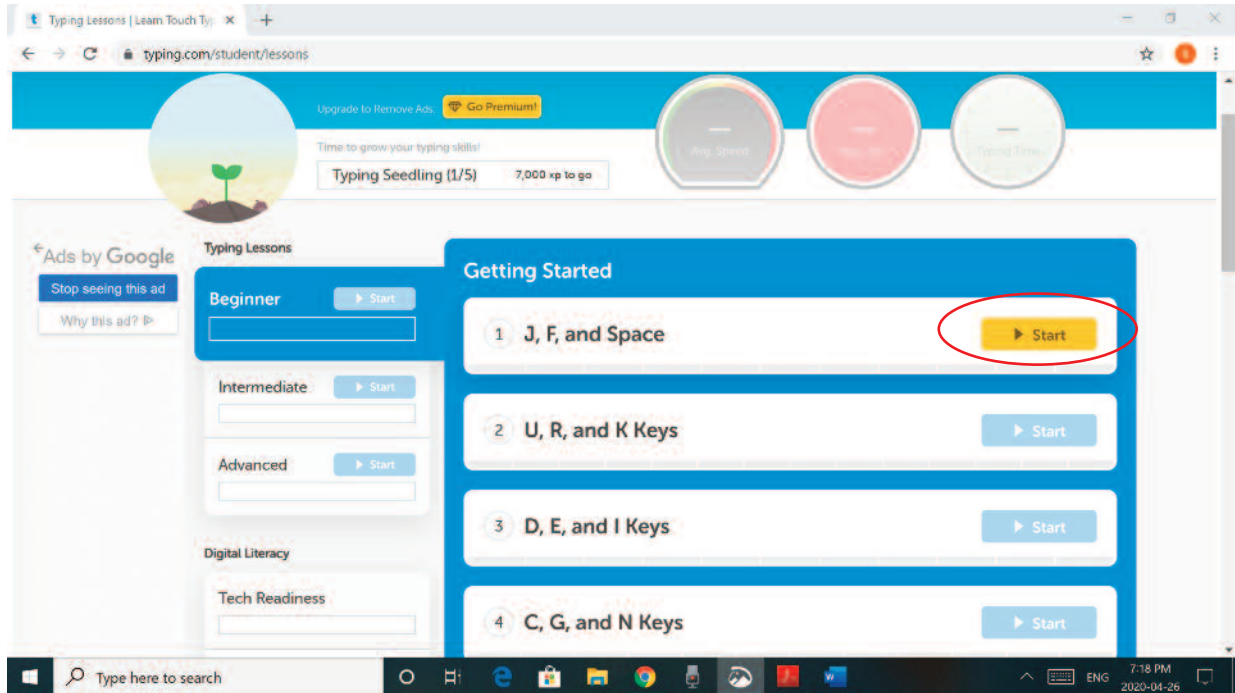
6. Click on the box below:



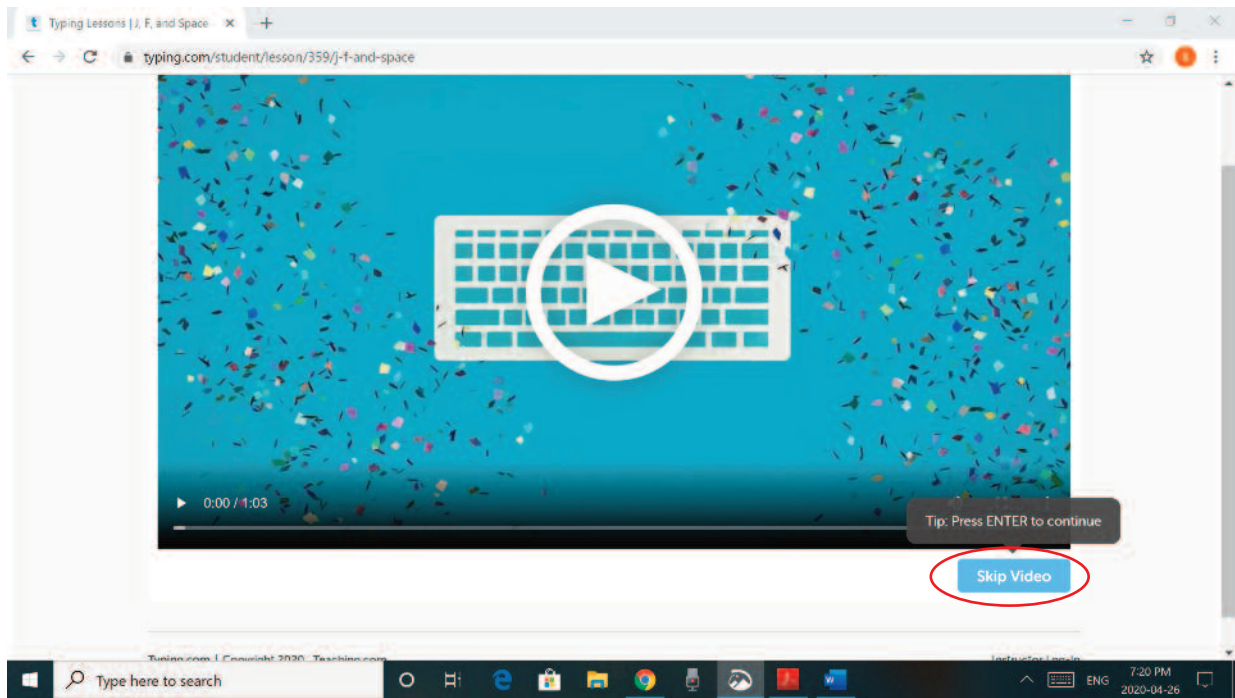
7. Click on **Sign up**



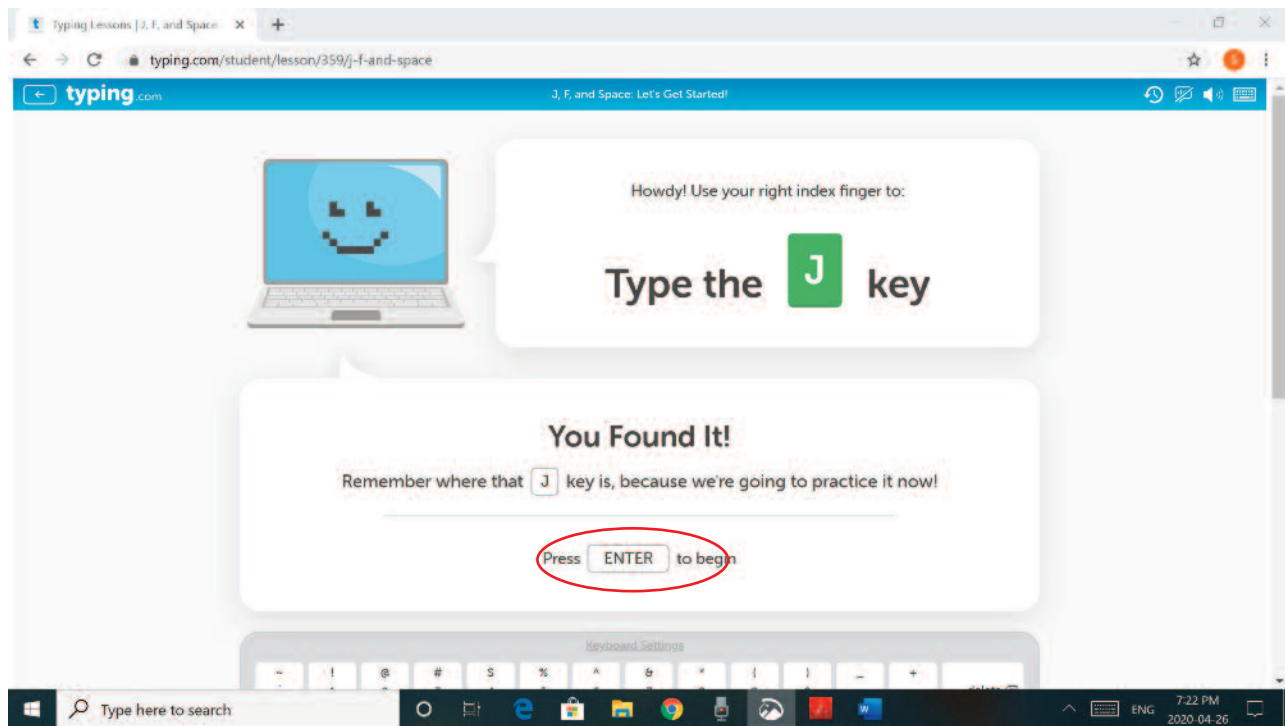
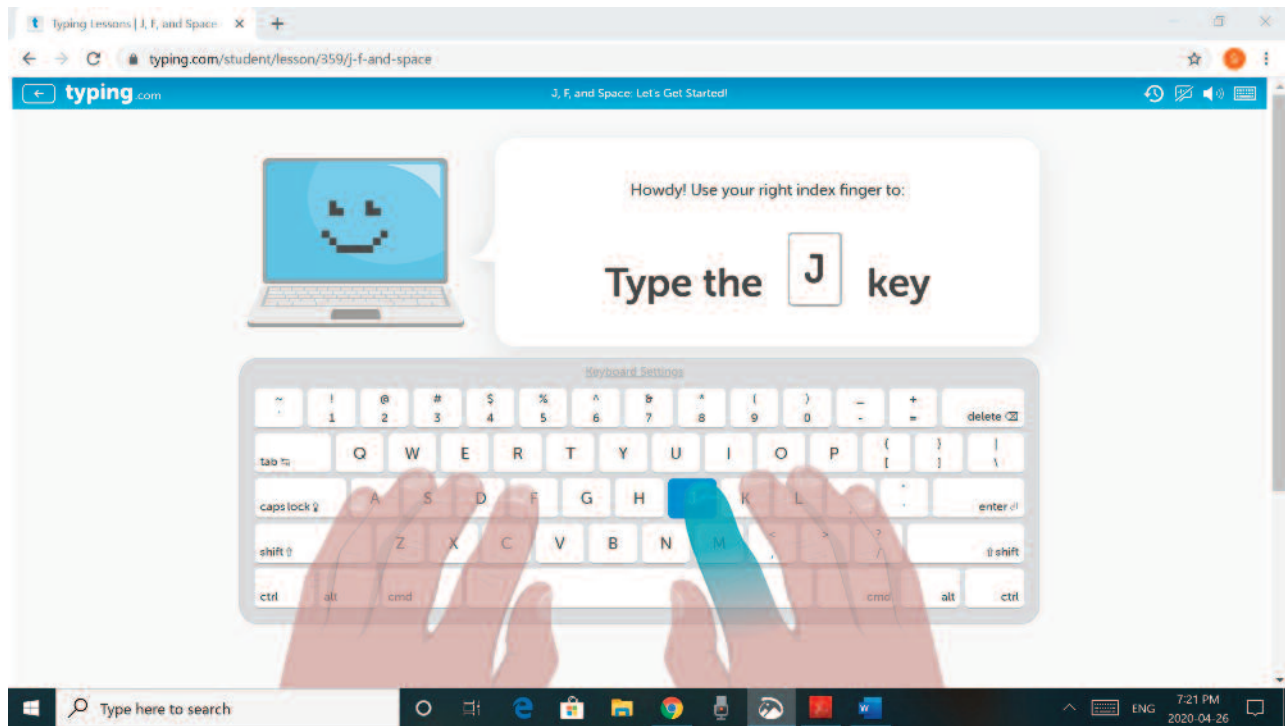
8. Start with the first lesson.

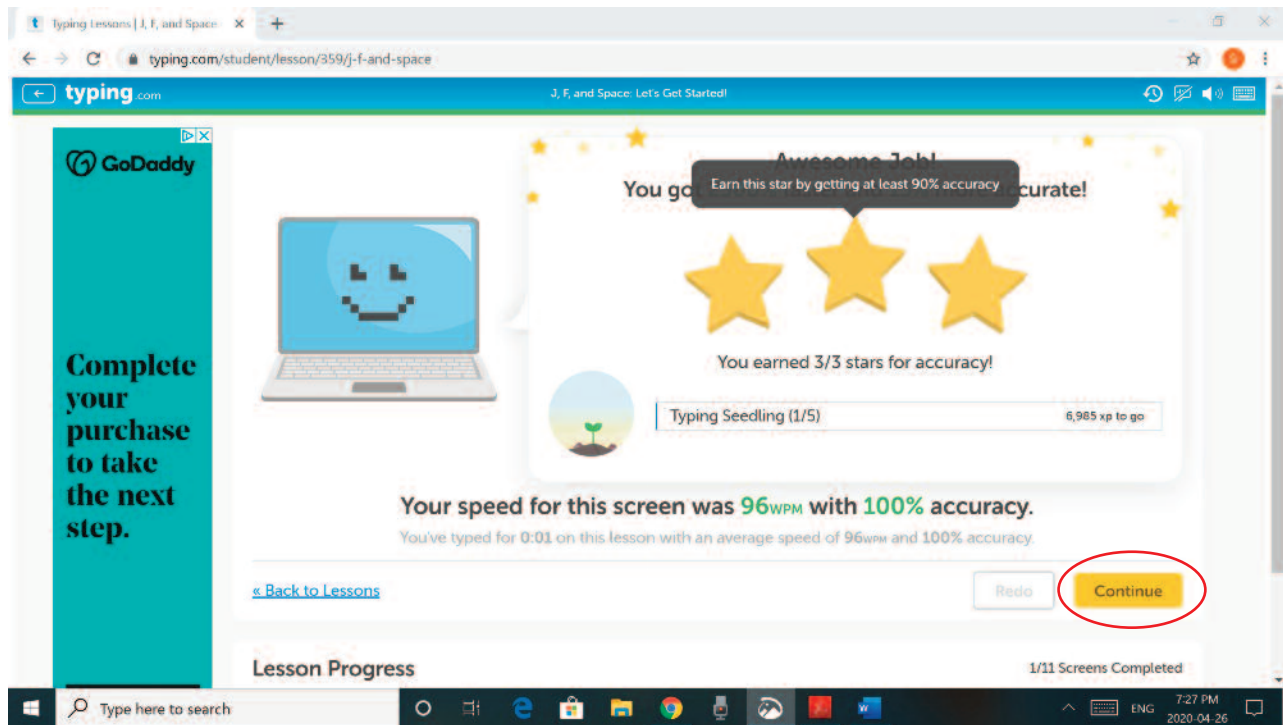


9. Click on Skip Video



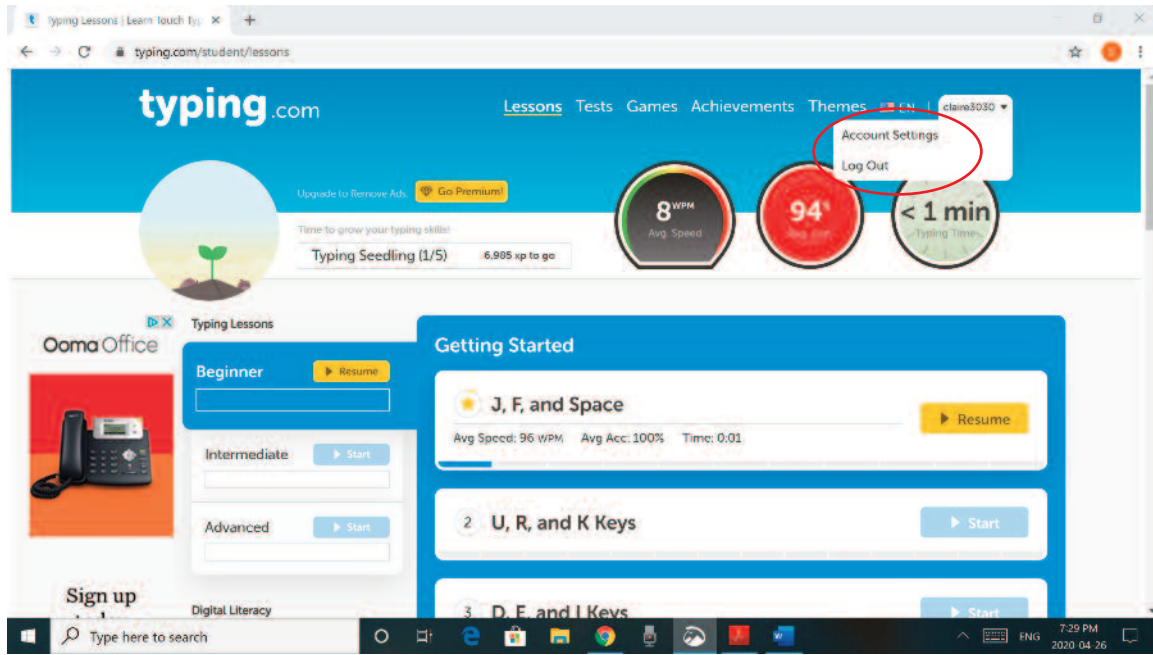
10. Listen, watch and practice.





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.

