



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 

Module 2-CLB 4-Digital Skill 1-Practice-Handout A



Work in pairs.

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:

Enter	Backspace	Page up	Shift	Arrow Keys	Page Down
Spacebar	Delete	Home	@ !	End ?	- , .

Now ask your partner these questions.

Don't give the answer to your partner. Give them time to try to find it.

1. What key (or keys) do you use when you want to **make one letter capital**?

Answer: Shift + the letter

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

Answer: Caps Lock

3. How do you make letters small again after using Caps Lock?

Answer: Press Caps Lock again

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

Answer: Spacebar

5. You typed the wrong letter or symbol. You want to go back and remove it. What key do you press?

Answer: Backspace

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

Answer: Enter

7. Your cursor is in the middle of some text. You want to remove a letter to the right of the cursor. What key do you press? **Answer: Delete**

8. You want to move the cursor but not delete any text. What keys do you press?
Answer: Arrow Keys

9. Can you type a ? mark. How do you do it?
Answer: Shift + ?

10. How do you type the @ symbol?
Answer: Shift + @

11. You want to go to the beginning of a line. What do you press?
Answer: Home

12. What key moves your cursor to the end of a line?
Answer: End

CANADA

NEW WEST

VANCOUVER

BURNABY

CAPITALS

KEYS

COMPUTER

CLASS

NAME

BC

FRIDAY

ISSBC



Canada

New West

Vancouver

Burnaby

Capitals

Keys

Computer

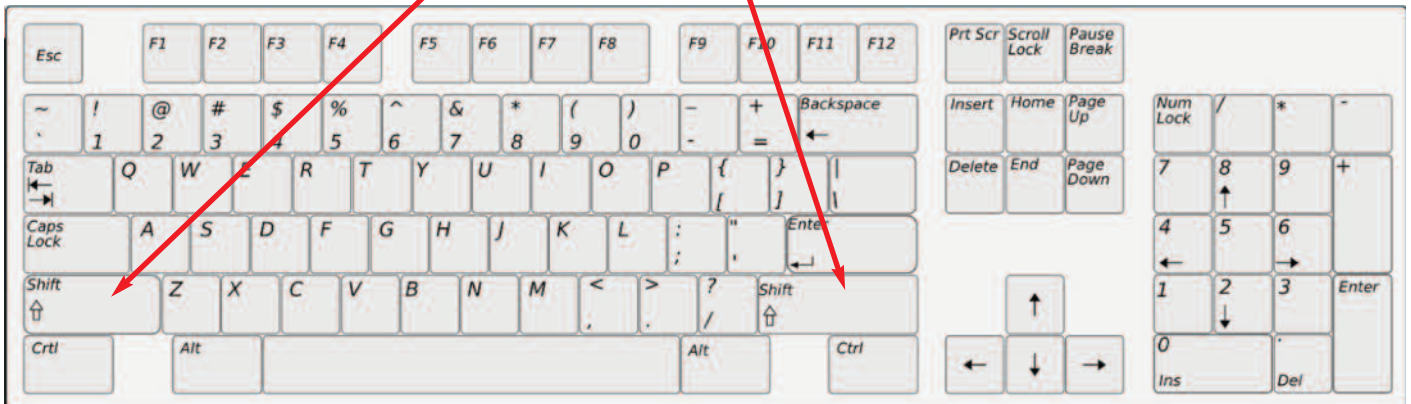
Class

Saturday

Friday

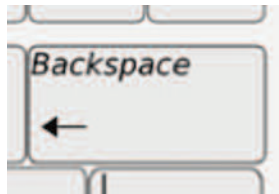
Monday

Sunday





Backspace
←



loonei

loonei~~-~~

loonie

dollra

dollra~~-~~

dollara

Vancouvre

Vancouv~~re~~

Vancouverre

Fridya

Fridya~~-~~

Friday

Novembar

Novembar~~ar~~

November



CanadaDA

Canada~~DA~~

Canada

BurnaBY

Burna~~BY~~

Burnaby

VancouvER

Vancouv~~ER~~

Vancouver

FridAY

Frida~~Y~~

Friday

NovembER

Novemb~~ER~~

November

Telephone 604-522-5902

1-800-622-6232

Who is she?

She is my mother-in-law.

Her email is betty-lee67@gmail.com

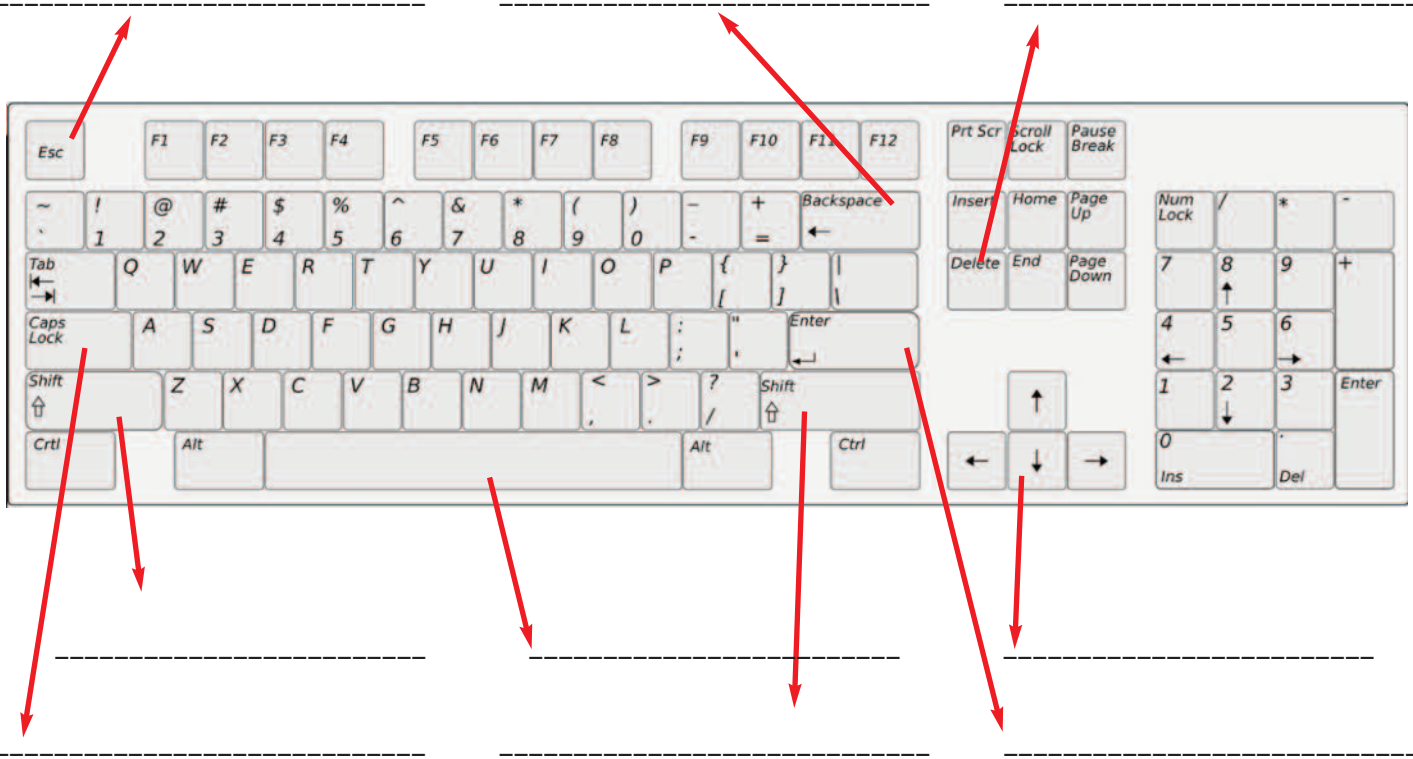
@ @ @ @ @ @ @ @ - @ - @ ? ? ? @ ? - @ ?

What is the address?

125-757 W. Hastings St

V8W 9S5

Parts of the Keyboard



Backspace

Shift

Caps Lock

Spacebar

Enter

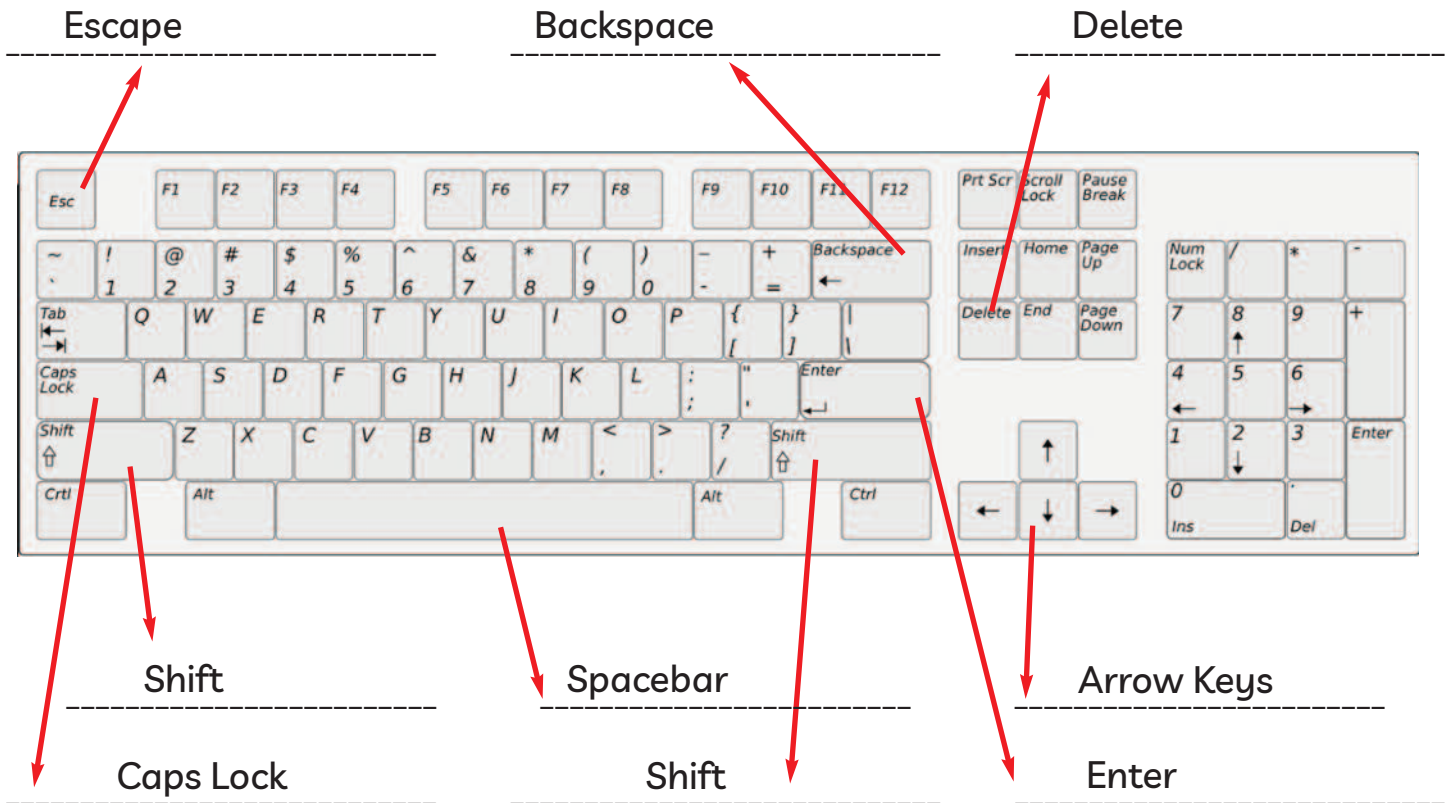
Arrow Keys

Delete

Escape

Shift

Parts of the Keyboard



Backspace

Shift

Caps Lock

Spacebar

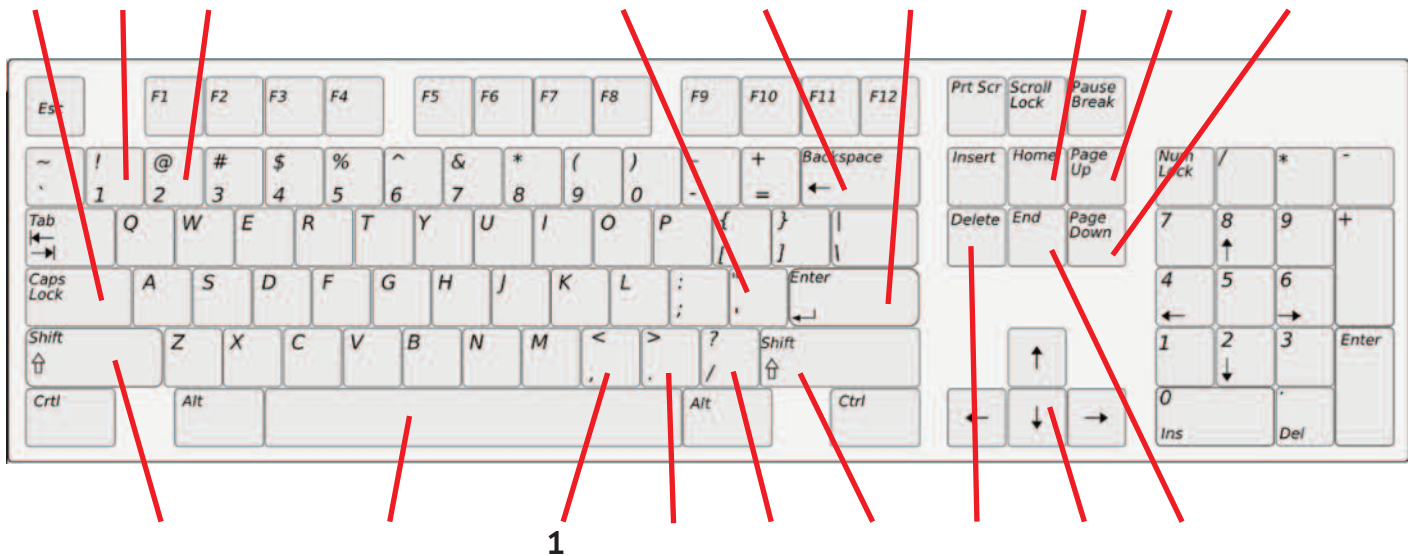
Enter

Arrow Keys

Delete

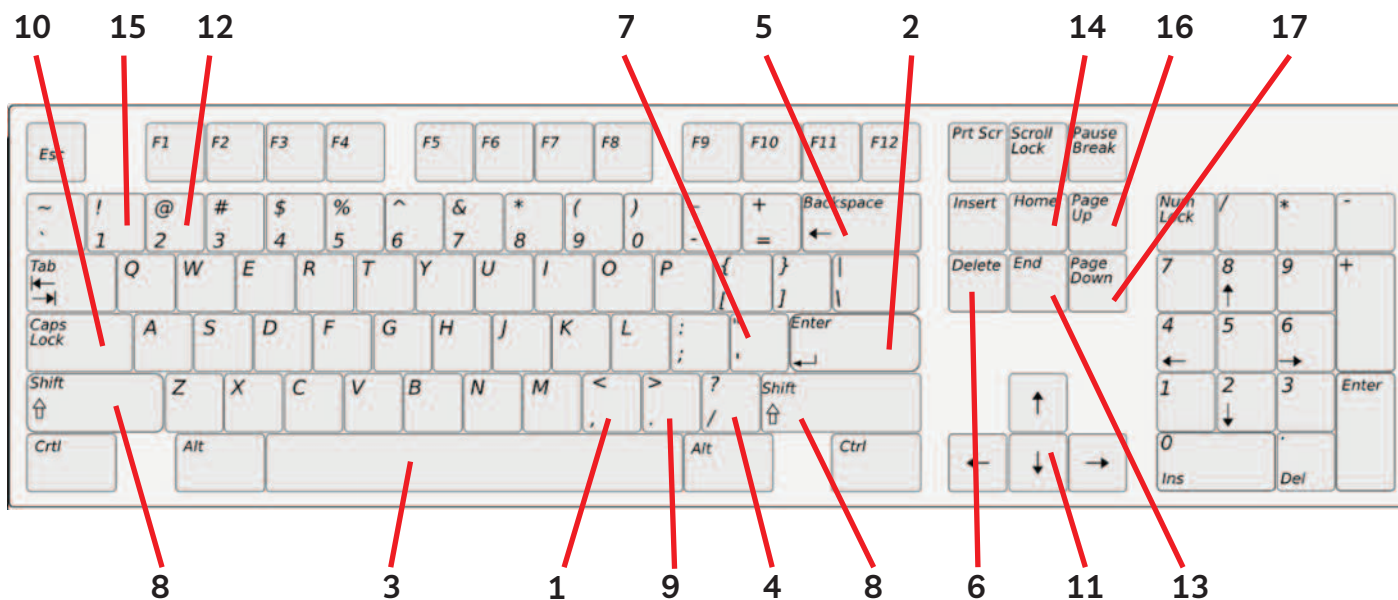
Escape

Shift



Write the number at the end of the correct line. #1 is already done as an example.

1. This key has the comma
2. Use this key to move down to the next line.
3. This key makes a space.
4. The question mark is on this key.
5. Erase to the left of the cursor with this key.
6. Erase to the right of the cursor with this key.
7. This key has the apostrophe.
8. This key makes a capital letter when you press and hold it down with the letter. There are 2 of them. It also lets you type the top symbols on keys.
9. This key has the dot or period key.
10. Use this key to make all the letters CAPITAL.
11. These keys let you move the cursor up, down, right or left but not delete any typing. Called the "Arrow Keys".
12. This key has the "at" symbol used in email addresses.
13. This key moves the cursor to the end of the line.
14. This key moves the cursor to the beginning of the line.
15. This key has the exclamation mark!
16. The cursor jumps up the page with this key
17. The cursor jumps down the page with this key



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2. Use this key to move down to the next line.
3. This key makes a space.
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10. Use this key to make all the letters CAPITAL.
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Correct Finger Placement on the Keyboard



Correct Finger Placement on the Keyboard

Left Hand Keys

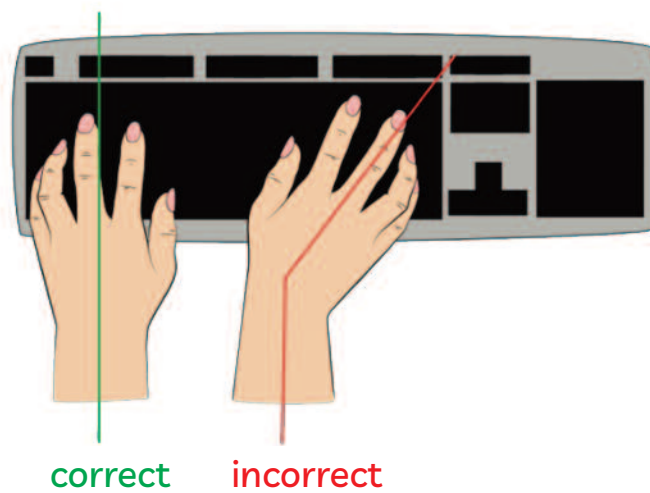
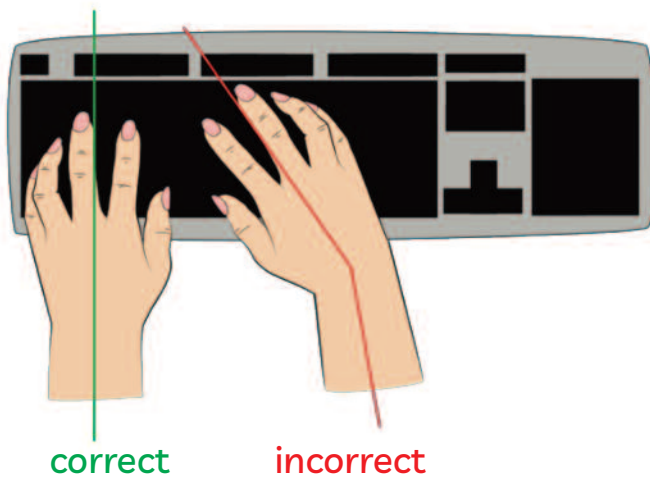
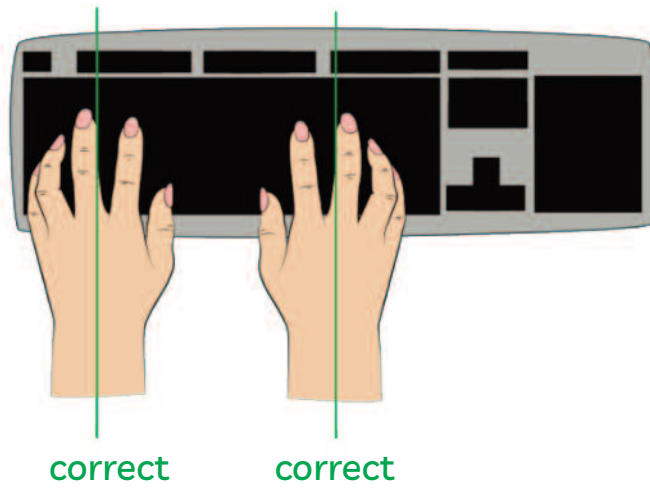
Right Hand Keys



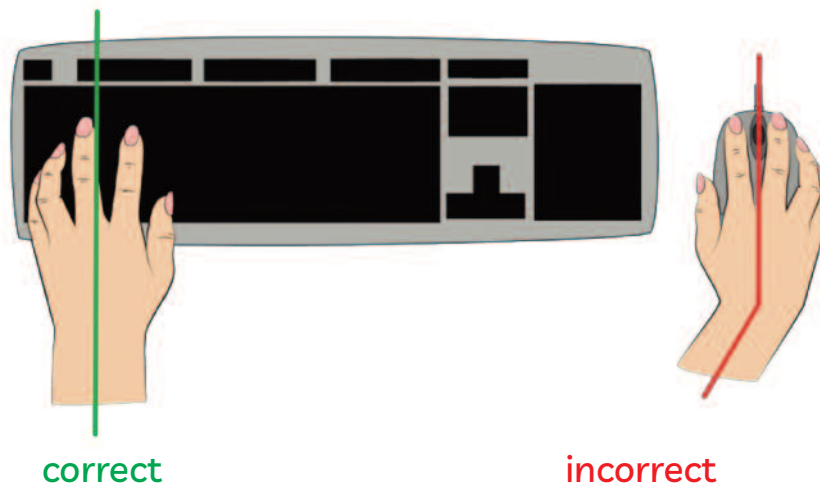
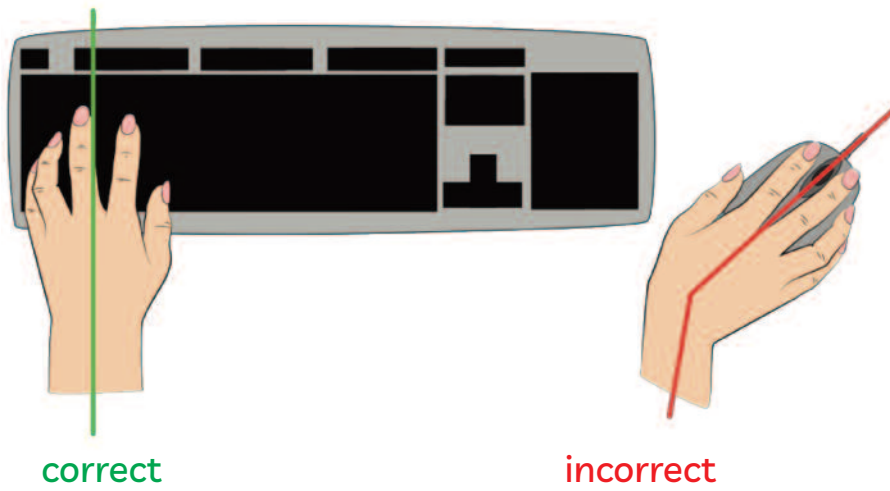
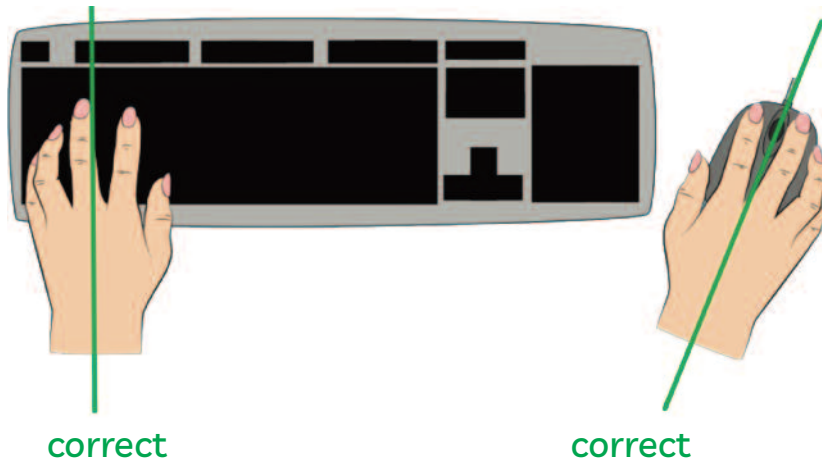
Sitting Correctly



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

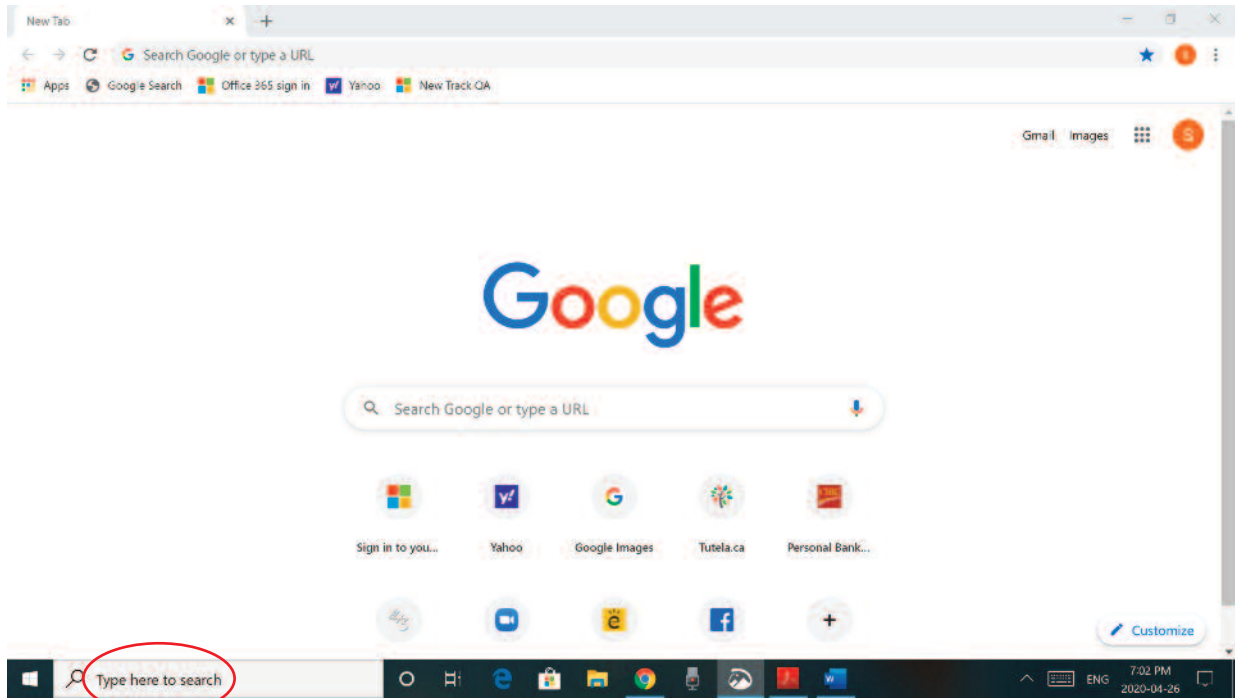
1. Open the browser **Google Chrome**
 2. **Click in the address bar and type: typing.com**
(The website will open.)
 3. Click on **Sign up Now**
 4. Click on **Student Signup**
 5. **Type:**
 - A. **a Username**
 - B. **a Password.** Something easy for you to remember.
 - C. **the Password again.**

(NB: It's important to keep your usernames and passwords private.
Make a note of /write down your username and password in a private place.)
 6. **Click on the boxes below except:**
"I consent to receive information and updates from Typing.com
(you can unsubscribe at any time!)"
 7. **Click on Sign up**
 8. Start with the first lesson (**Click on Skip Video**)
Listen, watch and practice.
Remember: Place your fingers on the home keys. Make sure you copy what you see.
- Finished practicing?**
9. **Log out:**
 - a. Click on your Username in the top right corner.
 - b. Click on Log Out
 10. **Close the program:** Click on the X.

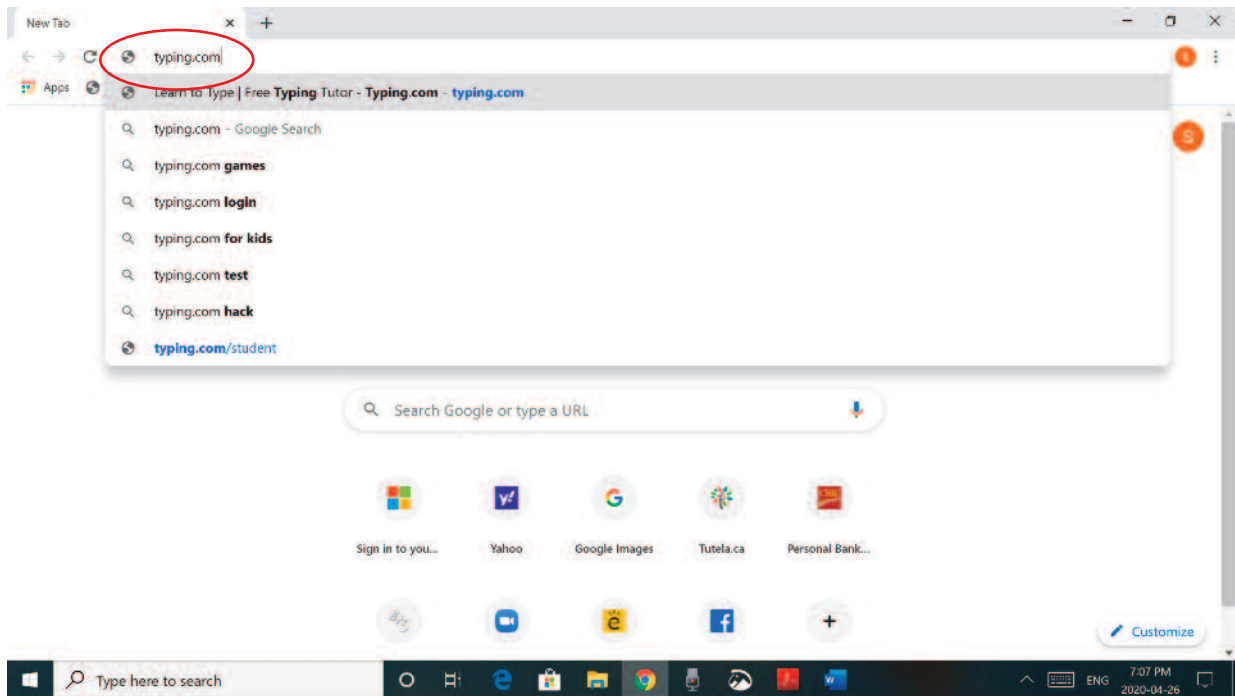
Practice as much as you want. Log in each time.

Sign Up / Register for Typing.com

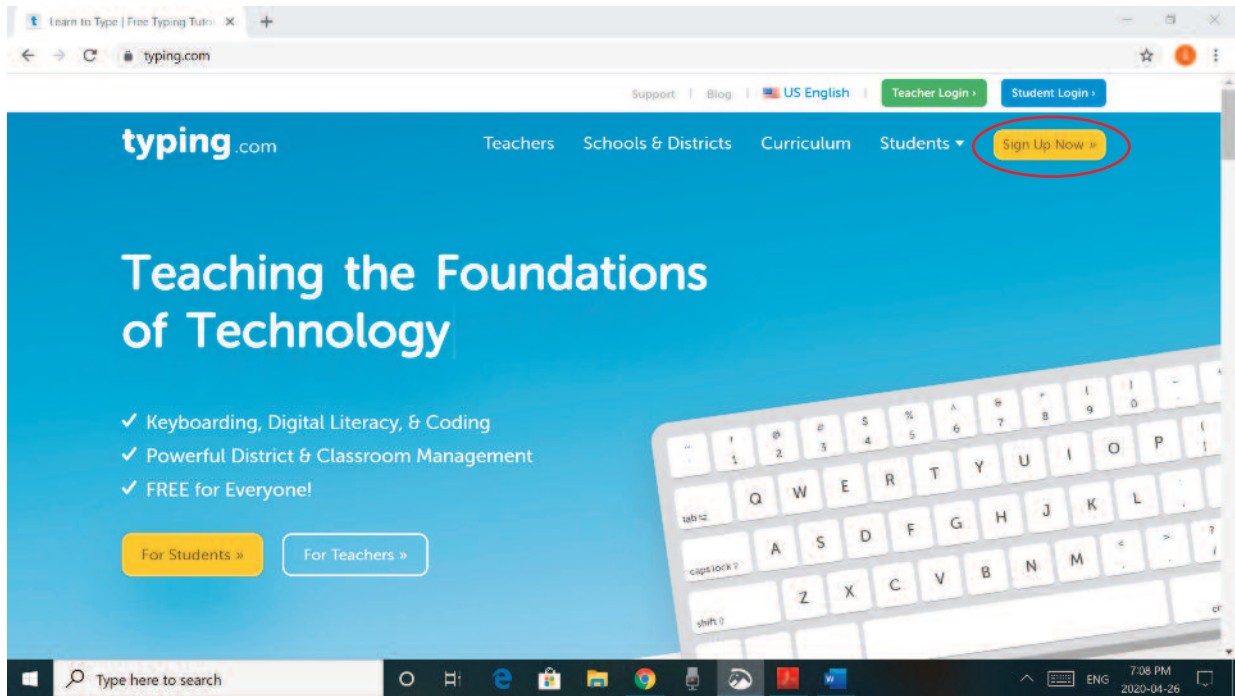
1. Open the browser **Google Chrome**



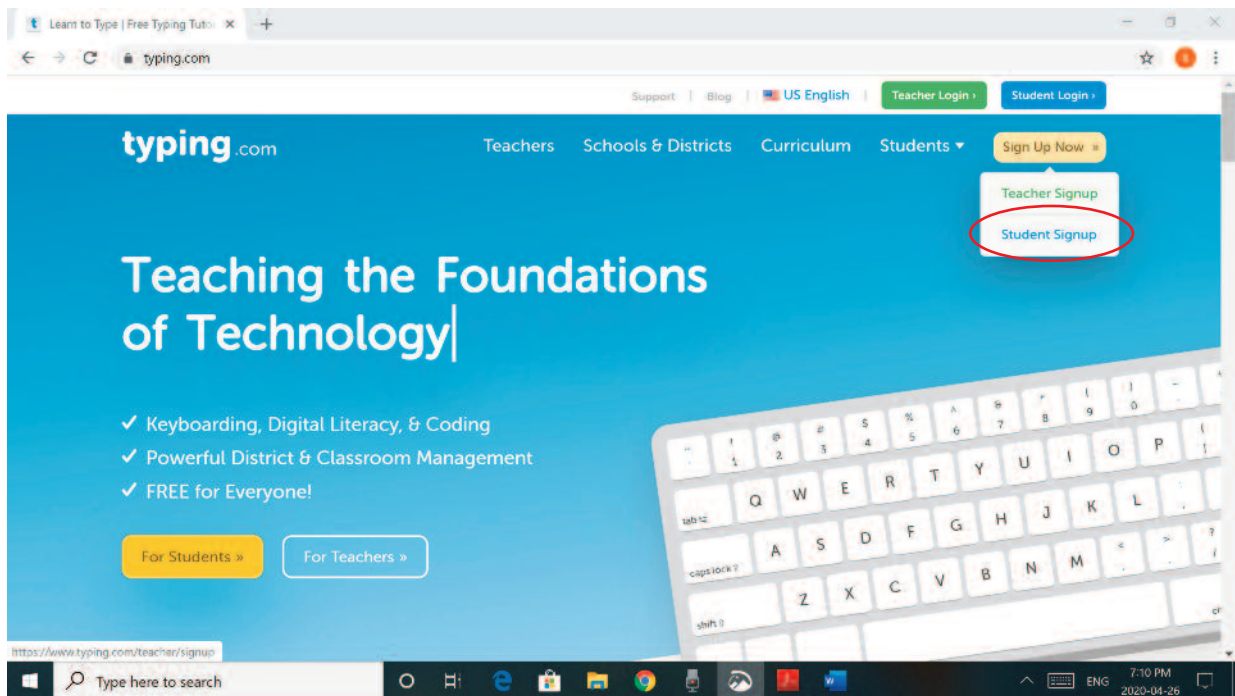
2. Click in the address bar and type: **typing.com** and press **Enter**



3. Click on **Sign up Now**



4. Click on **Student Signup**



5. **Type:**

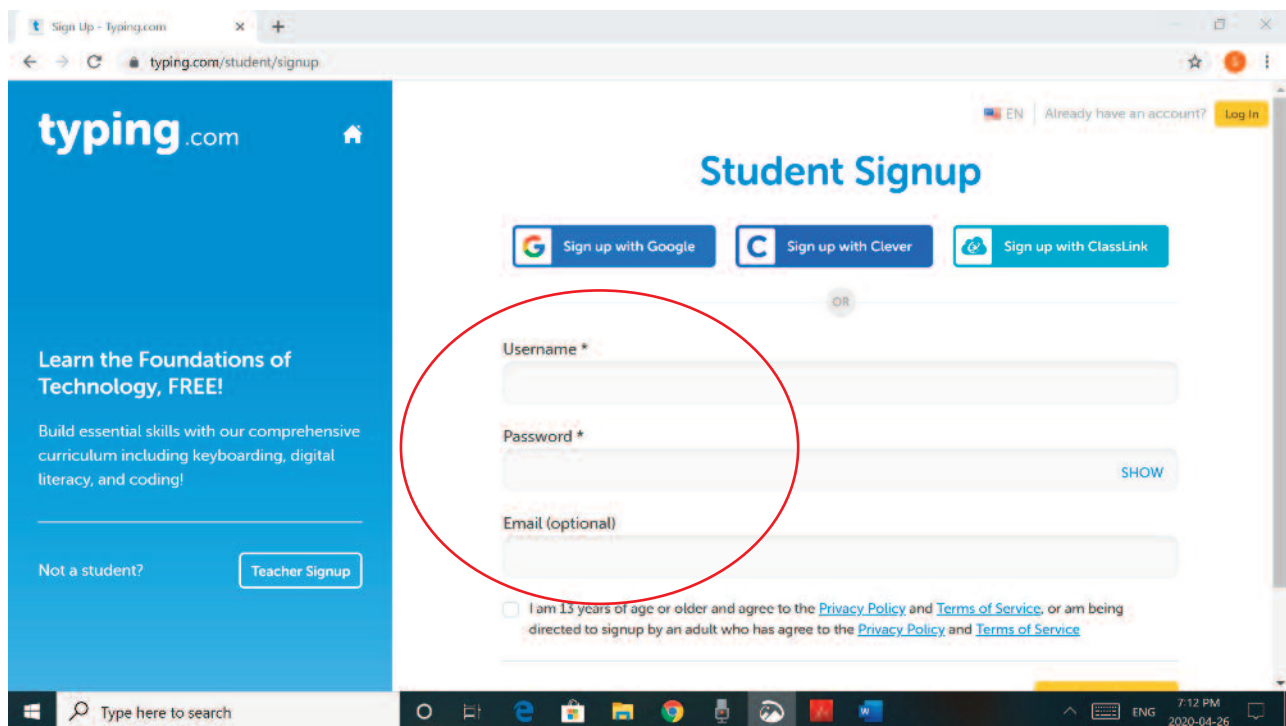
A. **Username**

B. **Password.** Something easy for you to remember.

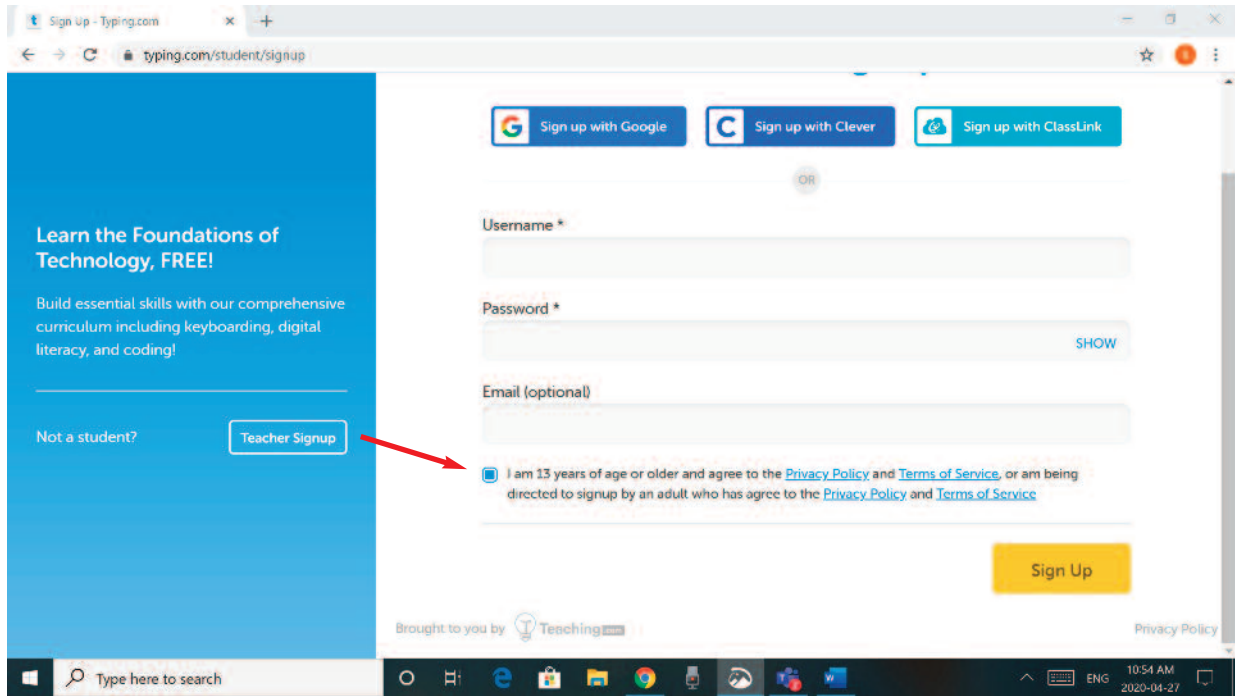
C. **the Password again.**

NB: It's important to keep your username and password private.

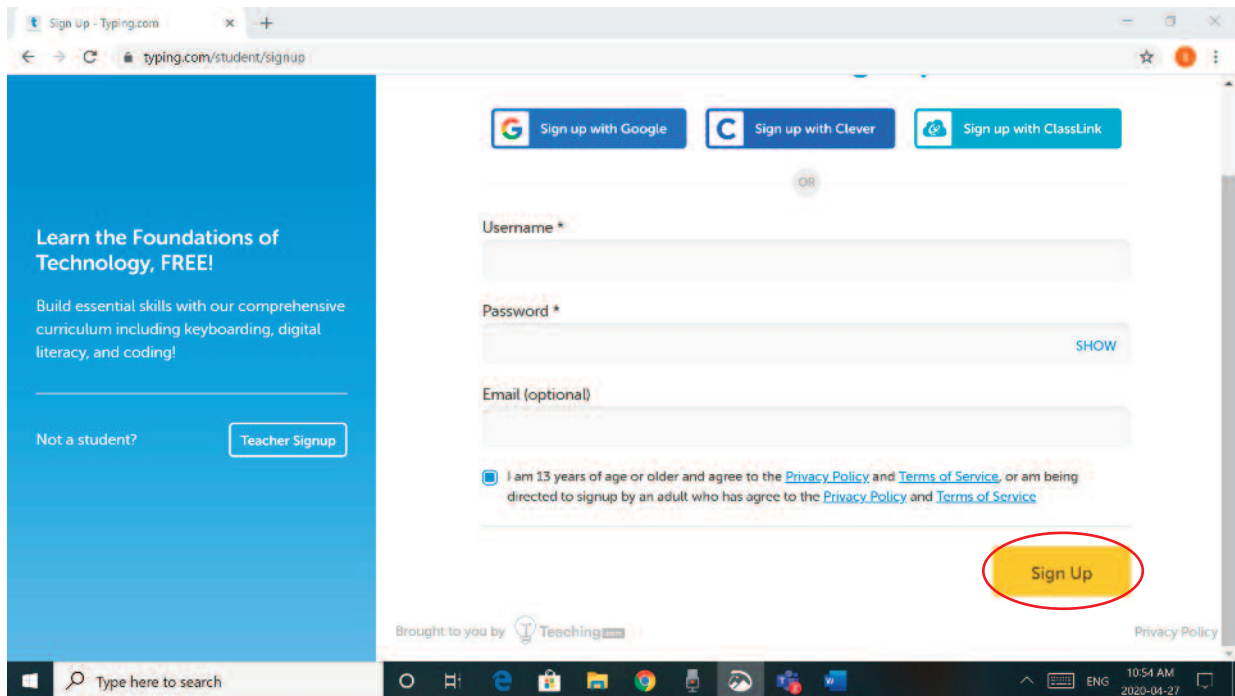
Write down your username and password in a private place.



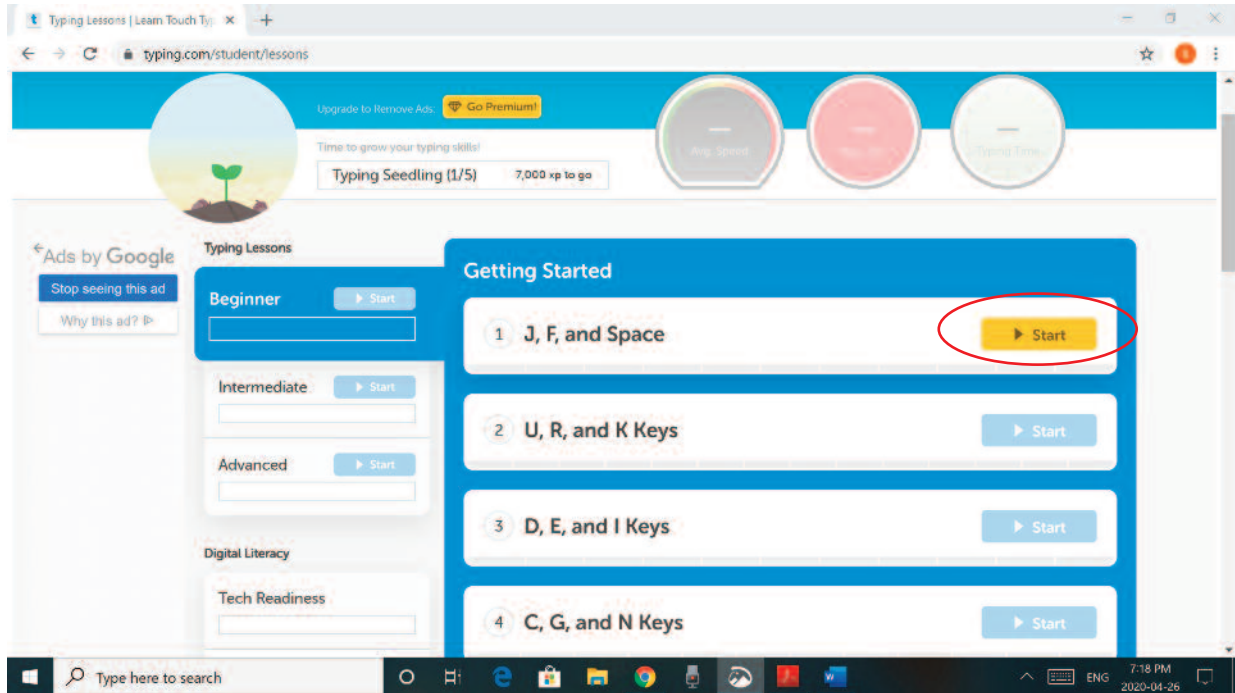
6. Click on the box below.



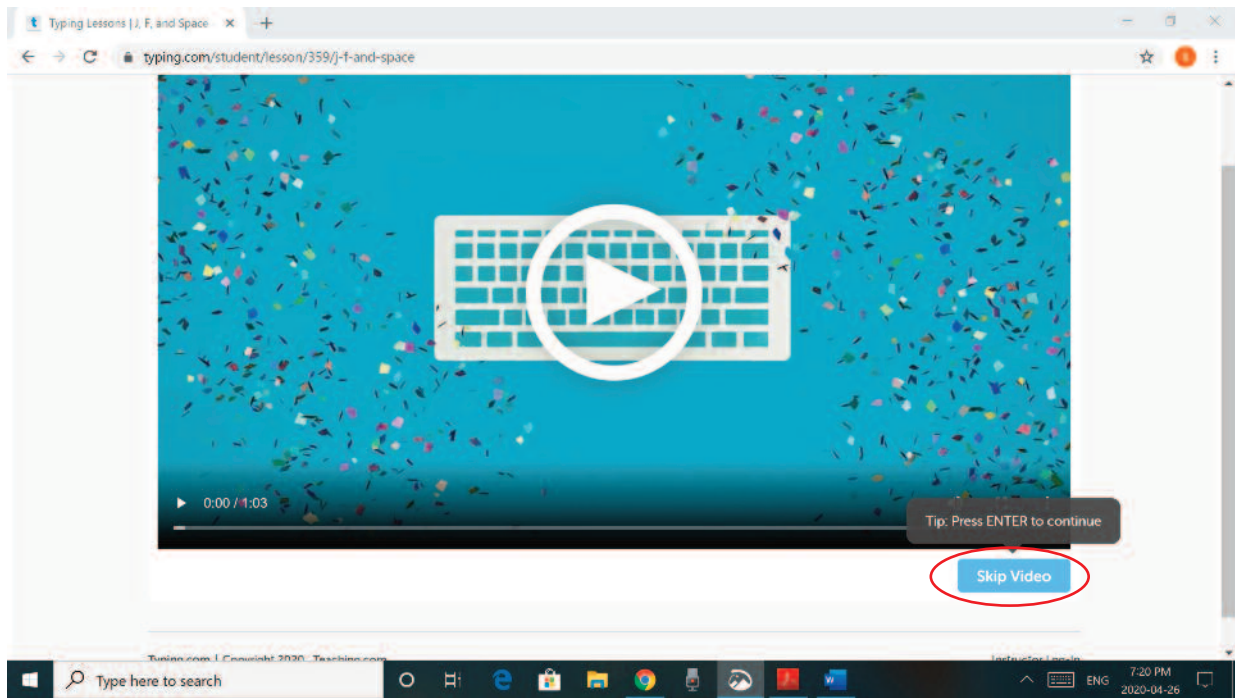
7. Click on **Sign up**



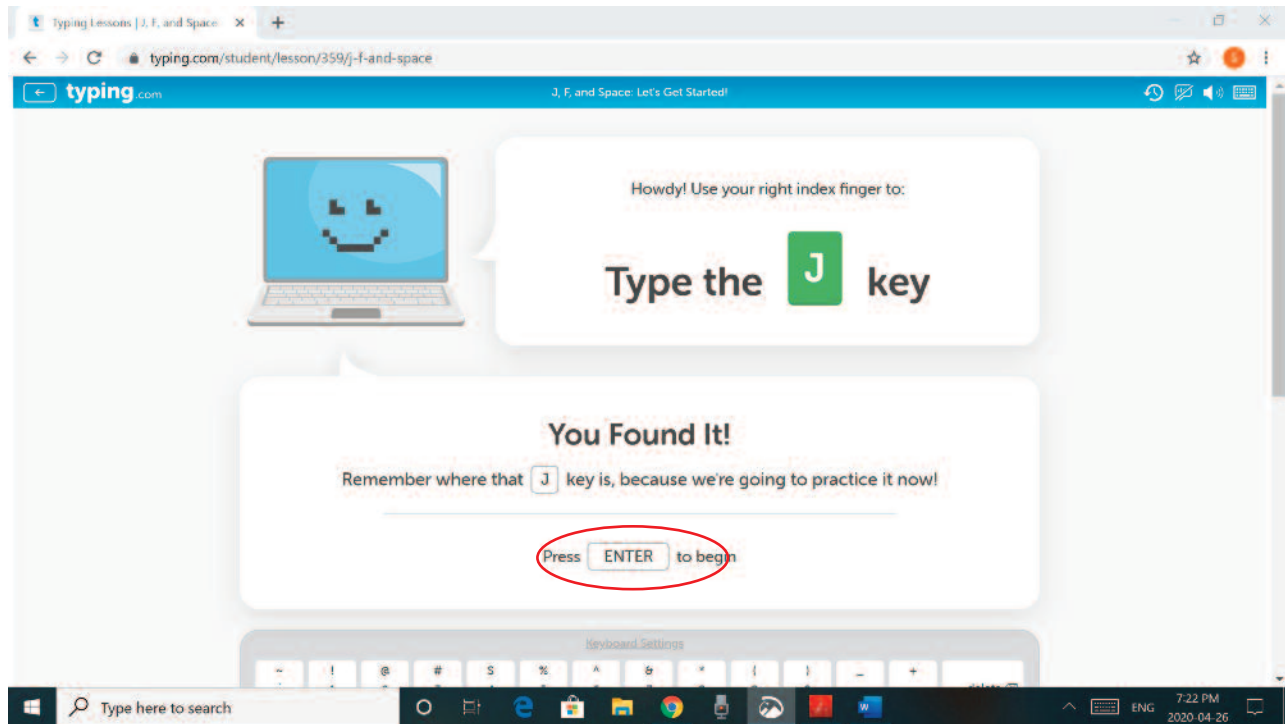
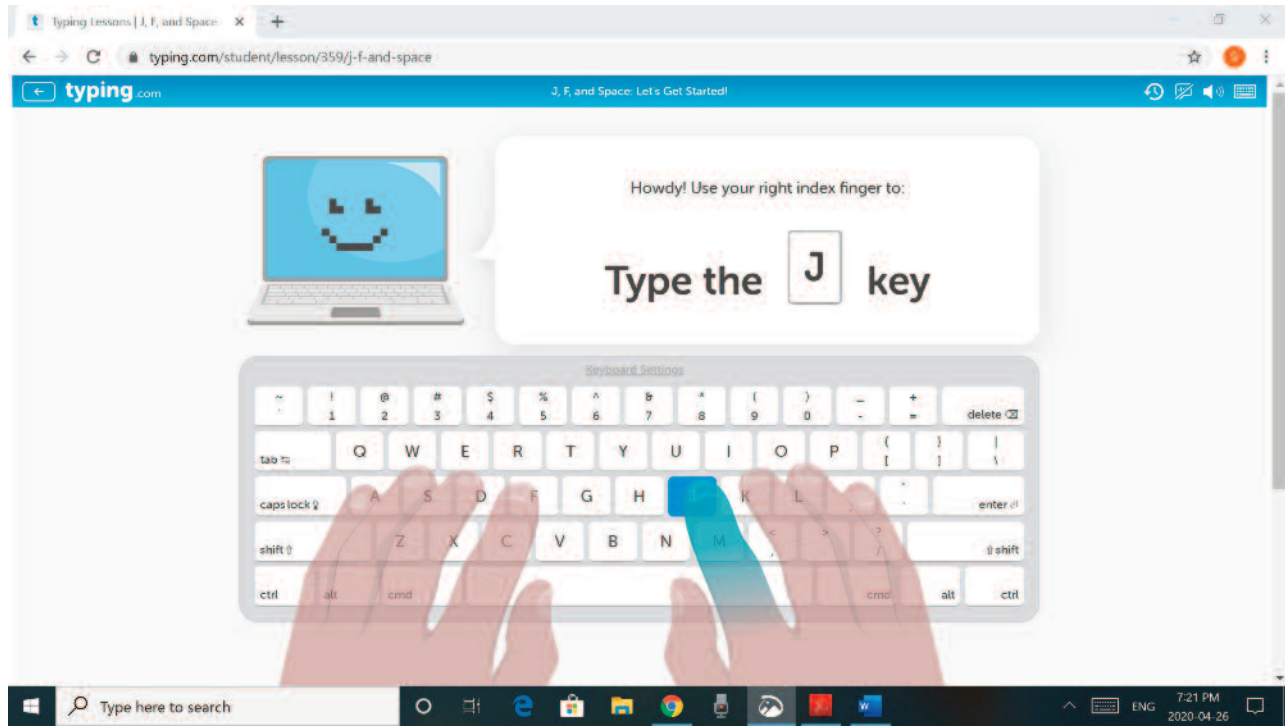
8. Start with the first lesson.

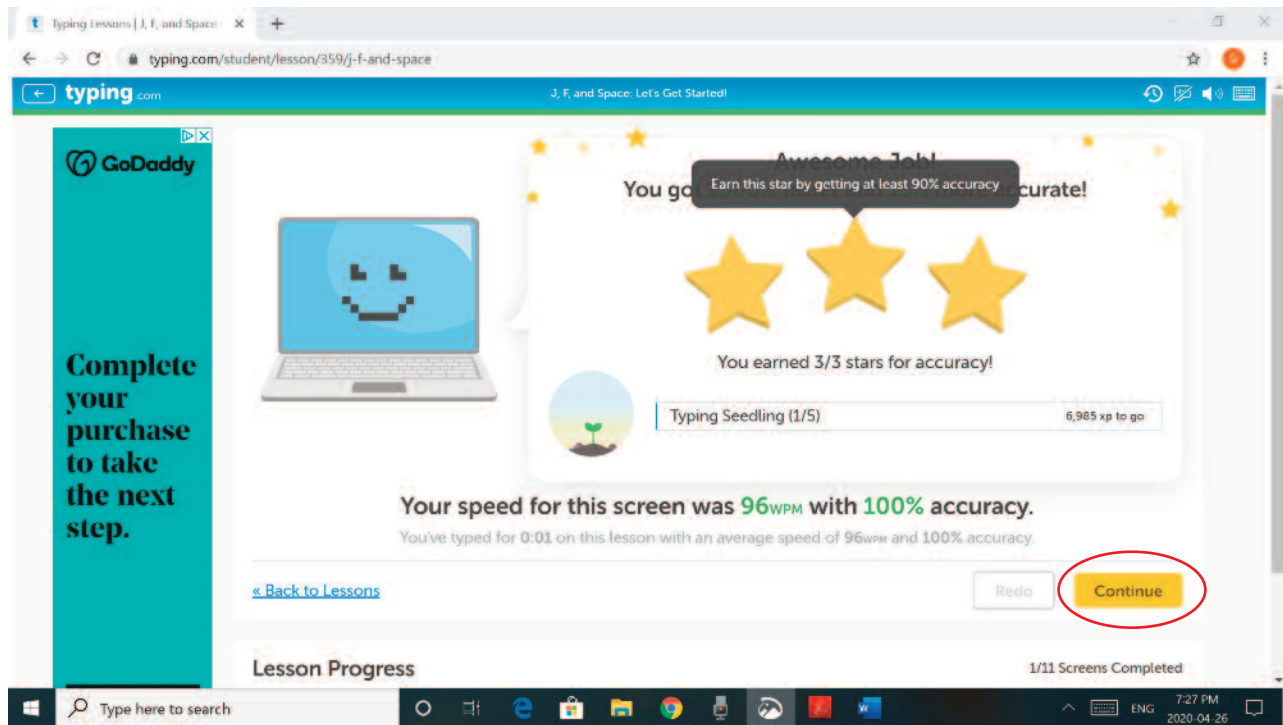


9. Click on Skip Video



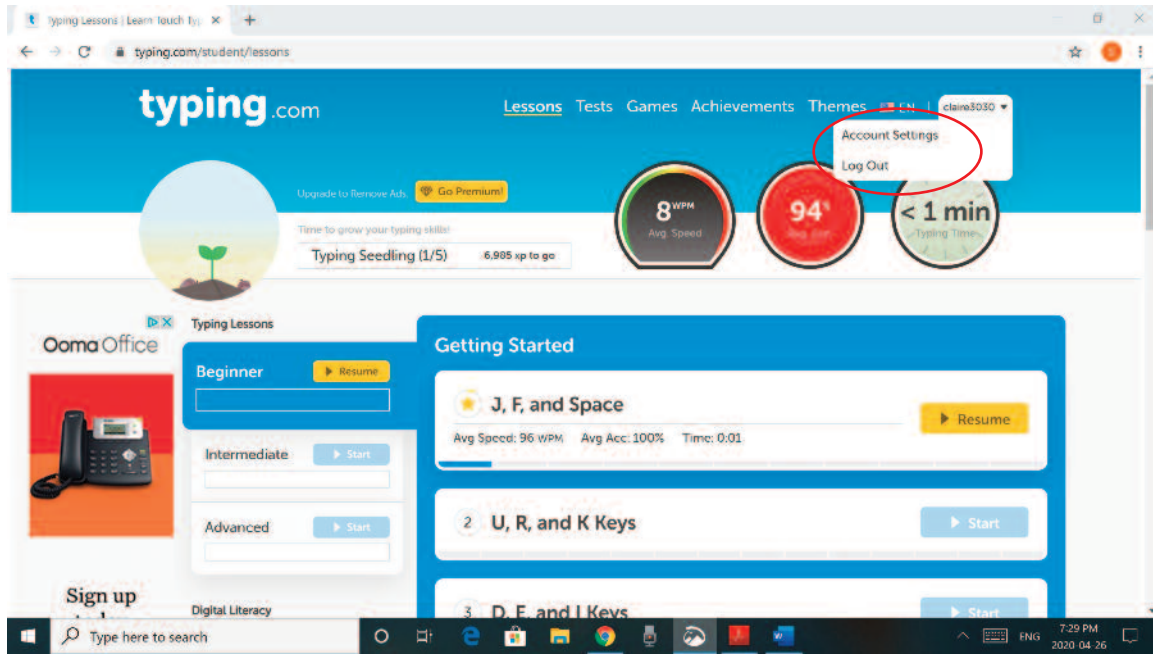
10. Listen, watch and practice.



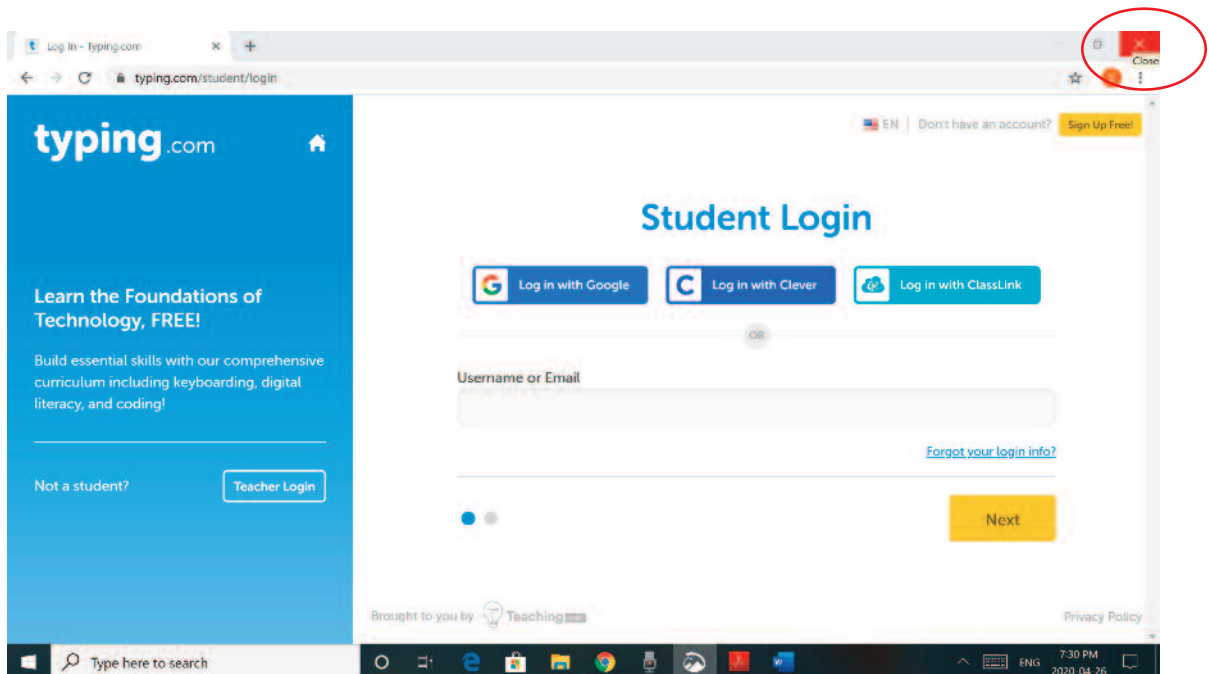


11. **Log out.**

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



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



Type the following sentences.

Be sure to use capitals and correct punctuation.

What day is today?

Today is Monday.

Today is Monday, January 1st, 2020.

It is the first day of January.

It's New Year's Day.

Happy New Year's Day everyone!