



Digital Literacy Curriculum Resource

Module 2 Keyboarding



THE UNIVERSITY OF BRITISH COLUMBIA

Learning Exchange



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Learning Objectives

1. The QWERTY keyboard (most common keys used)
2. Correct finger placement
3. Hand / keyboard ergonomics (type in a healthy way)
4. Keyboarding / typing

Pre-requisite Skills

- Basic mouse skills: hold mouse correctly, left click, scroll
- Basic navigation: scroll, cursor shapes, where and how to place a cursor
- Can recognize alphabet and symbols

Preparation

- Set up the room with computers or laptops for each student.
- Put extra keyboards on each table.
- Read through the lesson outline and notes for the teacher.
- Print the handouts for students.
- Turn on the projector or the interactive whiteboard or print visuals in large format to teach concepts.
- Open the link to the typing tutor ([typing.com](https://www.typing.com)) on each student computer.

Notes about the lesson:

- In the lesson, the --> symbol is used to give the answer when it's a part of the script. Otherwise, the word 'Answer' is used.
- Vocabulary: Don't spend time teaching vocabulary. Instead, demonstrate where things are on the computer and how they work.

Materials

- Keyboards connected to desktop computers or laptops
- Internet access (to access online practice)
- Extra keyboards, if available; one for teacher to demonstrate and one / table for students to share.
- Yellow highlighters and black or red Sharpies – 1 of each per pair /group
- Visuals for teaching: display on interactive whiteboard or enlarge to 11x17
- Online typing tutor: [typing.com](https://www.typing.com)

Visuals

- Module 2-CLB 5/6-Introduction to the Module-Visual
- Module 2-CLB 5/6-Digital Skill 1-Your Turn-Answer key
- Module 2-CLB 5/6-Digital Skill 2-Practice-Visual A
- Module 2-CLB 5/6-Digital Skill 2-Practice-Visual B
- Module 2-CLB 5/6-Digital Skill 3-Learn-Visual A
- Module 2-CLB 5/6-Digital Skill 3-Learn-Visual B
- Module 2-CLB 5/6-Digital Skill 4-Review-Visual
- Module 2-CLB 5/6-Digital Skill 4-Learn-Handout-Visual Steps
- Optional: Module 2-CLB 5/6-Digital Skill 2-Practice-Visual A
- Optional: Module 2-CLB 5/6-Digital Skill 2-Practice-Visual B

Handouts

- Module 2-CLB 5/6-Digital Skill 1-Practice-Handout
- Module 2-CLB 5/6-Digital Skill 1-Your Turn-Handout A
- Optional: Module 2-CLB 5/6-Digital Skill 1-Your Turn-Handout B
- Module 2-CLB 5/6-Digital Skill 4-Learn-Handout
- Module 2-CLB 5/6-Digital Skill 4-Learn-Handout-Visual Steps
- Optional: Module 2-CLB 5/6-Digital Skill 4-Your Turn-Handout 1
- Optional: Module 2-CLB 5/6-Digital Skill 4-Your Turn-Handout 2

LESSON

Introduction to the Module

Maximum 5 minutes

Ask students:

*Do you type on the computer? When do you need to type?
(Students may answer: send email, use the internet, use Janis-esl programs, do internet banking, do online shopping etc.)*

Do you type with 2 hands or 1 hand? (Demonstrate both ways)

*Do you type with your index fingers only, or all ten fingers?
(Demonstrate both ways)*

Is it important to you to type better?

Tell students they are going to learn about the keyboard and typing better.

Optional: display the following visual and show learners the outline of the whole Digital Literacy Curriculum Resource, the focus of each module:
Module 2-CLB 5/6-Introduction to the Module-Visual

DIGITAL SKILL 1

Approximate time 70-95 min

Learn the QWERTY keyboard – most common keys

Information for the teacher:

Different keyboards are used around the world, so not all students are familiar with the QWERTY keyboard. However, it is commonly used in many countries.

The QWERTY keyboard has the keys organized in a way to make typing easier, more efficient. It is not organized alphabetically.

Laptop keyboards: some can have 3-4 symbols on one key. However, the more commonly used symbols are also repeated on the other keys, as taught in this lesson.

Shift vs Caps Lock: When people are learning to type they often will press Caps Lock, then type the capital letter, then turn it off. They need to be taught how to use Shift + letter instead.

It is important to teach both Shift and Caps Lock because people often think that Caps Lock will give you the upper symbol on the key.

Delete vs Backspace keys: The Delete key erases forward while the Backspace key erases backwards. It is important to teach the Delete key because on many phones and handheld devices, the keyboards only contain the Backspace key.

Insert key: This key is not commonly used for general computer use but can be confusing to people because insert often gets turned on by accident when people are going for the Delete key. They may not notice until their text starts being replaced by new text or disappears.

@ symbol: This is also used in texting. Example: I'll meet you @ metrotown. This is not taught in the lesson but it may come up if they text and may be familiar with this way to use it as well.

Objectives

Students will be able to:

- Identify the keys on the QWERTY keyboard
- Know their purpose
- Know their location
- Use common keyboard shortcuts

Vocabulary

- **keyboard** – the part of the computer / laptop with all the keys
 - **keys** – the buttons on the keyboard
 - **letter keys** – all the keys with letters
 - **number keys** – all the keys with numbers (along top of keyboard and on the right side)
 - **function keys** – all the keys that perform a function (Delete, Backspace, Shift, etc.)
 - **multi-symbol keys** – keys with several symbols (For example. 2 and @ key, / and ? key etc.; some laptop keyboards can have 3-4 symbols on one key.
 - **enter / return** – used to move to the next line when typing or to go to a website after typing in the address
 - **shift** – used (1) to make a letter capital; and (2) to use the top symbols on keys with 2 symbols
 - **caps lock** – when you press this + letter keys, all the letters are capitals.
 - **space bar** – used to make a space
 - **delete** – used to remove text that is to the right of the cursor
 - **backspace** – used to remove text that is to the left of the cursor
 - **insert** – used so you can type over any text to the right of the cursor
 - **press** – means “push”. For example, we say “press Enter” (key)
 - **hold down** – press and keep holding down
 - **arrow keys** – 4 keys that move the cursor up, down, left or right
 - **home key** – this key moves the cursor to the beginning of the line you are on
 - **end key** – this key moves the cursor to the end of the line you are on
 - **page up** – this key moves the cursor up the page
 - **page down** – this key moves the cursor down the page
 - **tab** – This key is used if you want to indent in a word processing document or an email or you can use it to jump to the next field if you are filling out an online form.
 - **number lock** – Some keyboards have a number pad on the side, and if you turn on the Num Lock, the number pad will display numbers. If the Num Lock is not on, the number pad becomes a navigation pad like the arrow keys.
 - **esc** – this key cancels a function or exits a full screen display
 - **windows** – on PC keyboards this looks like a four-pane window. Apple Mac computers have a command key. This opens the Start menu.
 - **ctrl** – The control key is a modifier key that is only used in conjunction with another key to perform computer keyboard shortcuts and other commands. For example, in many text editor programs pressing the Ctrl+A will select all text.
 - **alt** – The alternate key is also a modifier key to be used with another key to perform computer keyboard shortcuts. However, it is not as common as the Ctrl key. If you're not sure if you should use Alt or Ctrl, try Ctrl first.
- ! – exclamation mark
- @ – called “at” in English. Used for email addresses
- # – number sign, hash or pound sign. It is also known as hashtag on social media.
- \$ – dollar sign
- % – percent sign
- & – ampersand – the symbol of ‘and’
- * – asterisk, sometimes referred to as star
- (– open or left parenthesis
-) – closed or right parenthesis

- – dash, used in sentences and also in some file, website and email addresses; also known as hyphen or minus
- _ – underscore
- + – plus
- = – equal
- : – colon
- ; – semi-colon
- “” – quotation mark or inverted commas
- : – apostrophe
- ,
- . – period (when writing) or dot (in email addresses)
- ? – question mark
- / – forward slashes are most commonly used for a web address or URL, such as <https://www.canada.ca/en.html>; also for fractions and alternatives

Learn

Approximate
time 40-50 mins

Tell students they are going to learn how to use the keyboard better.

Optional: Display this visual of the keyboard on the interactive board
Module 2-CLB 5/6-Digital Skill 1-Your Turn-Handout A

Gather students at one computer or at a table using a loose keyboard.

- Point to letter keys and ask students what they're called.
- Point to number keys (above letters and on right side) and ask students what they're called.
- Point to Enter, Shift, Delete etc. keys (and tell students they are function keys)

Elicit / teach:

Shift

How do I make a letter capital? --> Shift.

Shift vs Caps Lock

What's the difference between Shift and Caps Lock? --> Shift: You must hold down Shift and press the letter at the same time.

Caps Lock: You press once and then all letters are capitals.

We use the "Shift" key for 2 things. What are they?

1. *To make only one letter capital like in your name*
2. *To use the top symbol on a key. For example, find the key with #2 (above the letter keys). What's above the #2? Answer: the @ symbol. We use that for emails.*

On the keyboard, how many Shift keys are there? Answer: 2

Why are there 2? Answer: because it's faster to type. One is for the left hand and one for the right hand.

Backspace

I made a mistake. I want to erase what I put. What key do I use?

Answer --> Backspace

Delete

I want to erase a word, but this time, to the right of the cursor. What key do I use? --> Delete

So there are 2 keys we use to erase our typing; the Backspace key and the Delete key

Continue to elicit / teach in a similar way with the keys listed below, if needed:

Space bar

I want to make a space between words. What key do I use?

Answer: Space bar

Enter

I'm typing. I want to go down a line. What key do I use? --> The "Enter/Return key

Where is this key? Answer: on the right, above Shift.

There is another one on the bottom right corner of the keyboard.

We use the one above Shift the most.

Arrow keys (also called "Cursor keys")

Where is the cursor on the screen now? (students point)

I want to move the cursor over here (point with your finger) but not erase my typing. What keys can I use? --> Arrow keys.

There are up and down arrows, and the left and right arrows. I can move my cursor but not erase anything.

(Move the cursor with each one to demonstrate)

Home

I want to put my cursor at the beginning of the line.

What key do I use? --> home

End

I want to move my cursor to the end of the line.

What key do I use? --> end

Page up

I want to move my cursor up the page. I use the ... --> Page Up key

Page down

What key do I use to move my cursor down the page? --> Page Down

Esc

I want to exit a full screen display. What key do I use? --> Escape

This key also allows you to exit a program or webpage that is loading too slowly

Tab

I want to indent my text in a Word document. What key do I use? --> tab

Tab also allows you to go to the next cell of a table or the next field of an online form

Num Lock

I want to activate the numeric keypad. What key do I use --> Num Lock

Windows

I want to go to the Start menu. What key do I use? --> Windows. Where is it located? --> usually between the Ctrl (control) and Alt (Alternate) keys

Ctrl

What's this key? --> Control

What does it do? --> perform keyboard shortcuts. This takes getting used to at first, but once you are familiar with them, it is more efficient and faster than using the mouse. The most common keyboard shortcuts are:

– Ctrl + A: selects everything on a page

- Ctrl + C: copies the item or text
- Ctrl + V: pastes the item or text
- Ctrl + S: saves the document
- Ctrl + P: prints the document

(demo these)

Alt

What's this key? --> Alternate

Where is it located --> on either side of the space bar

What does it do? --> it also performs keyboard shortcuts. Some useful shortcuts are:

- Ctrl + Alt + Del --> opens Task Manager in order to close frozen programs
- Alt + Tab --> switches between open programs

(demo these)

Multi-symbol keys (below are symbols commonly used)

. - _ @ / ' ! #

Some keys have more than one symbol:

Period / dot

Where is the key with a period?

This is also called "dot". When you say a website address, we say "dot."

(Write on board) For example, issbc dot org (issbc.org) or ca dot indeed dot com (ca.indeed.com)

Notice it's on the bottom of the key

Dash

This is called a dash or a hyphen. For example, (write these examples on the board): Resume-Maria Lopez-2019 or Income Tax-John-2018.

Some compound words also use dashes: mother-in-law. Where is this key? Is it the top or bottom key?

Answer: beside the number 0; it is the bottom key

Underscore

Do not confuse dash - with the top key _ , which is called an underscore. We sometimes see this in email addresses or on file names; it is commonly used as an alternative to the space key when a space is not allowed. For example, (write these examples on the board): maria_lopez@issbc.org or resume_maria_lopez.doc

@

Write this symbol on the board. @

What's this called? Answer: at

When do you see this symbol? Answer: in emails

(Write on board) For example: info@issbc.org or Elizabeth.May@parl.gc.ca

Where is the @ symbol on the keyboard? Answer: on the same key as #2 but above #2

How do I get the @ key? What do I have to press at the same time?

Answer: Shift+2 (demo this)

What happens if I don't press Shift? Answer: I get number 2

,

Write the following on the board: It's, Don't, Can't. Point to the apostrophes and ask:

What's this called? Answer: an apostrophe

Where is this on the keyboard? Answer: beside Enter.

Is it on the top or bottom of the key? Answer: bottom so you don't need to press Shift to use it.

Remember, don't confuse it with the comma key, which is in between M and period; they look similar on the keyboard

!

Write a ! on the board and ask:

What's this called? Answer: exclamation mark

When do we use it? Answer: to show someone is excited when they talk or to show that someone is yelling

Where is it on the keyboard? Answer: above #1

So I have to press and hold down something at the same time to use the !

What do I press? Answer: Shift

Do I press Shift or Caps Lock to use the ! key? Answer: only Shift

If I press Caps Lock, what happens? Answer: everything after the ! will be in capital letters (Demo this)

#

Write a # on the board and ask:

What's this called? Answer: number sign, hash or pound sign. It is also known as hashtag on social media

Where is it on the keyboard? Answer: above #3

So I have to press 3 and hold down something at the same time to get #.

What do I press? Answer: Shift

Review 3 or 4 of the keys just taught:

Students use a loose keyboard and teacher reviews by eliciting orally:

Show me the Shift keys. What finger do I use? Answer: either baby finger

Where is the Backspace key? (students point on the keyboard)

What does it do? Answer: remove text to the left of the cursor

How do I remove text to the right of the cursor? What key do I use?

Answer: Delete

I want to move to the next cell of a table. What key do I use? Answer: Tab

Show me the Ctrl key. I want to copy and paste some text. What do I press?

Answer: Ctrl + C and Ctrl + V.

Practice

*Approximate time:
20-30 mins*

*or faster if done as
whole class vs.
pair-work*

Students then reinforce the keys taught in Learn, asking each other while sitting at individual computers with a partner.

1 student = teacher and 1 student = student; then switch roles.

Tell students:

Now let's practice these keys. Please find a partner. Please share one computer.

One person will use the keyboard and your partner will use this paper to ask you questions.

Use: Module 2-CLB 5/6-Digital Skill 1-Practice-Handout

When students are finished, have them switch roles.

Your turn

Approximate time: 10-15 mins

Display the keyboard visual on the Smartboard or use 11x17 paper copy of: Module 2-CLB 5/6-Digital Skill 1-Your Turn-Handout A.

Give students: Module 2-CLB 5/6-Digital Skill 1-Your Turn-Handout A and have them fill in the blanks by looking at a keyboard.

Students can then check with the Answer Key. (Post this around the room or display on Smartboard for students to self correct)

Module 2-CLB 5/6-Digital Skill 1-Your Turn-Handout A-Answer Key

Students practice / say the words in pairs (if finished before other students)

Extra Reinforcement: Give as homework:

Module 2-CLB 5/6-Digital Skill 1-Your Turn-Handout B

Students can then check with the Answer Key. (Post this around the room or display on Smartboard for students to self correct)

DIGITAL SKILL 2

Approximate time: 10-15 mins

Correct Finger Placement on the Keyboard

Information for the teacher:

Many students likely use only 1 finger (hunt and peck method).

Important to convey to students: When you put the correct fingers on the keys, you type better and faster. If you use a computer for work, this is very important.

It is also healthier as the hunt and peck method causes sore neck and shoulders.

Space bar: You can use either thumb to press it but usually people use the thumb of the hand they write with.

Students who are learning to type will look at the keyboard while typing. Remind them to look at the screen not the keyboard as much as possible. Encourage them to keep practicing!

Useful website for teacher:

<https://www.wikihow.com/Position-Hands-on-a-Keyboard>

Objectives

Students will be able to

- identify the home keys
- understand where to place their fingers on the home keys
- practice using some of the home keys

Vocabulary

- **home keys** – ASDF ;LKJ – the keys where we put our fingers when we start typing. We always bring our fingers back there.
- **bump** – the “F” and “J” keys have a bump on them, so they are easy to find
- **place** – to put (e.g. Place your fingers on the home keys)
- **home row** – the home position where you keep your fingers when typing

Learn

Approximate time:
5-10 min

Ask students:

Do you know how to type with 2 hands? (demonstrate this vs. using 1 finger)

Many people only use 1 or 2 fingers. It's very slow. You need to use all your fingers to type because it's correct and it's faster. If you use a computer for work, it's very important

Use a loose keyboard to demo at one table with students gathered around or display the keyboard on the interactive whiteboard. Or have students at individual computers.

Tell students:

Place your fingers on the "home keys". Always start this way when you type.

The home keys are ASDF for the left hand and ;LKJ for the right hand.

Place your thumbs over the space bar (don't press it). You can use either thumb to press it.

Take your hands off the home keys and then elicit from students:

What are the home keys? Answer: ASDF ;LKJ

Then put your fingers back on them. Ask:

Where do you put your thumbs? Answer: on the space bar.

There are 2 keys with bumps; F and J. The bumps help you find these keys without looking at the keyboard. They help you go back to the home row.

Practice

Approximate time:
5-10 mins

Display this visual: [Module 2-CLB 5/6-Digital Skill 2-Practice-Visual A](#)

Tell students:

Please sit at the computer now.

Look at this picture to help you.

(Remind students how to sit correctly / in a healthy way.)

Now find the home keys.

Then take your fingers off the keyboard.

Now put them back on the home keys.

Elicit:

What are the home keys? ASDF and ;LKJ

Do you feel bumps on any keys? Which ones? Answer: F and J

Where are your thumbs? Answer: on the space bar.

You can press the space bar with either thumb, your right or left one.

Usually people press the space bar with the thumb of the hand they write with.

Which finger do you think you press Enter with? Answer: the baby finger on the right hand.

Which finger do you think you press Delete with? Answer: the baby finger on the right hand.

Which finger do you use for Caps Lock? Answer: the baby finger of the left hand.

Which finger do you use for Tab? Answer: the baby finger of the left hand

Optional: Display [Module 2-CLB 5/6-Digital Skill 2-Practice-Visual B](#)

Now look at this picture. It shows which keys we touch with the left hand and with the right hand.

DIGITAL SKILL 3

Approximate time:
10-15 mins

Hand / Keyboard Ergonomics

Information for the teacher: Don't teach the word "ergonomics" as it's not a common word. It's important that students learn a healthy way to position their hands and wrists when using the keyboard. Incorrect positions can lead to wrist and hand pain that could become chronic.

Objective

Students will learn

- how to use a keyboard in a healthy way so they take care of their wrists and hands.

Vocabulary

- **position** – to put or place in a certain way

Learn

Approximate time:
5-10 min

Explain

It's important when you use the keyboard to place your hands and wrists in a healthy way. If you don't, your wrists and hands can hurt.

Review from Module 1 the best way to sit at the computer.

Remember in Module 1 we talked about the best way to sit at the computer?

Display this visual: Module 2-CLB 5/6-Digital Skill 3-Learn-Visual A

Remind them:

Your chair needs to be the correct height for the table the computer is on. Your feet should be flat on the floor. It's best to have arm support and your arm should be at 90 degrees.

Display this visual: Module 2-CLB 5/6-Digital Skill 3-Learn-Visual B

Let's look at where and how to place your hands. Look at these pictures. It's important to keep your hands and wrists like this and not like this.

Demonstrate poor and correct hand / wrist position and ask:

Is this ok or is this ok? Should the hand be like this or this? etc.

Practice

Approximate time:
5 min

Ask students:

Now make sure you are sitting correctly.

Show the person beside you that you are sitting correctly and show them the correct and the incorrect way to place your hands and wrists on the keyboard.

Check each student is using correct hand and wrist position

DIGITAL SKILL 4

Approximate time:
1.25-1.75 hours

Keyboarding / Typing

Information for the teacher:

There are various free online typing tutor programs. [Typing.com](https://www.typing.com) has a clean interface.

NB: Students don't have to register in order to use [typing.com](https://www.typing.com). However, if students register, the program will track their progress and give feedback.

Get familiar with [typing.com](https://www.typing.com) before you use it with students, including how to access it from a browser.

Objectives

Students will:

- start to learn how to type with correct finger placement using an online typing tutor program
- Optional: register for the program so they can log on anywhere and continue to work at their personal skill level

Vocabulary

- **sign up** – another way to say “register”
- **username** – To use some computers or programs you need this. It's the name or word that you need to type together with a password.
- **password** – a secret word only you know. Use it to get into your email or into some programs on the internet (online programs)
- **log in** – what you need to do to get into / access a computer program online/ on the internet
- **log out** – what you need to do to get out of a computer program online/ on the internet

Review

Approximate time:
10 mins max

Some of the basic mouse skills taught in Module 1: click / left click/ scroll

- Some of the basic navigation skills taught in Module 1: cursor shapes, recognize a link, know where to click

Information for the teacher:

Students only need the mouse and navigation skills required to access and register for typing practice online.

Have a website open on the teacher computer. Choose one that lets you demonstrate the 3 different cursor shapes: arrow, I-Beam and hand (e.g. [Workbc.ca](https://www.workbc.ca)).

If needed, display the visual of common cursor shapes as you model:

Module 2-CLB 5/6-Digital Skill 4-Review-Visual

Demonstrate and elicit / teach:

Point to the cursor and ask what it's called: Answer: cursor

Move the cursor around the screen. Point to the cursor and ask:

What shape is it now? Answer: an arrow.

Move the mouse around the screen and ask:

Where does it go when I move the mouse up? down? left? right?

Answer: the cursor moves with the mouse. It shows where the mouse is on the screen.

Review scroll wheel

What's this called?

Answer: scroll. I can use it to move the screen up and down.

Open a browser and then a website on the teacher computer and move the mouse over a link and ask:

What shape is the cursor now? Answer: a hand

What does the hand mean? Answer: We can click here to open something.

If it's an arrow, can we click there to open something? Answer: no, it must be a hand.

Move the cursor over and ask:

Now the cursor is an I-Beam (capital I shape). What does it mean?

Answer: It means we can type in that space

Learn

*Approximate time:
15-20 min*

Have students sit at their own computers and copy you as you demonstrate.

Show students how to open and use the typing.com program. Tell them they can use it at home or on any computer with internet.

Open online typing tutor at: www.typing.com

It's good to register/sign up so the program will choose lessons to match your skills and give you feedback. It will save what you do each time and start you again where you finished the last time. You don't have to register but it's a good idea.

Show students how to register.

Optional: Use handout: [Module 2-CLB 5/6-Digital Skill 4-Learn-Handout-Visual Steps](#) or [Module 2-CLB 5/6-Digital Skill 4-Learn-Handout](#)

Let's sign up/register. Open the browser Google Chrome. Click in the address bar and type: typing.com. (Write this on the board). The website will open.

Click on Sign up Now, then Student Signup

Type a username and password. Something easy for you to remember.

It's important to keep your usernames and passwords private.

Have students make a note of /write down their username and password.

Tell students:

Click on the boxes below except: "I consent to receive information and updates from typing.com (you can unsubscribe at any time!)"

Click on Sign up

Guide students on using the program:

Start with the first lesson (click on Skip Video)

Place your fingers on the home keys.

Make sure you copy what you see

Practice

*Approximate time:
30-45 mins*

Let students work at their own pace using the typing.com program for 30-45 mins. Five minutes before the end of class remind students to log out.

You need to log out or close the program when you are finished. Click on your username in the top right corner. Then click on Log Out.

Close the program. Click on the X. Then close the browser.

Your turn

Approximate time:
20-30 mins

If students are ready, have them do the typing practice worksheet or give for homework: Module 2-CLB5/6-Digital Skill 4-Your Turn-Handout A
If the students are more advanced or up to the challenge, give:
Module 2-CLB5/6-Digital Skill 4-Your Turn-Handout B

Closing

Approximate time:
5 mins max

What have you learned today?

Review the skills learned and practiced in this workshop.

Ask concept-check questions. For example:

What are the home keys? Answer: ASDF ;LKJ

Which keys let us use the top symbol on a key? Answer: Shift

Ask:

What's one new thing you learned today?

What are you going to do to practice on your own?

Have students say what they will do to for independent practice before the next session.

Remind them to:

- Use the online program: [typing.com](https://www.typing.com) 15-30 mins/ day
- Review the keyboard visual
- Do the activities from Module 2-CLB 5/6-Digital Skill 4-Your Turn Handouts