CLB 5•6

VISUALS & HANDOUTS

ISSofBC

Digital Literacy Curriculum Resource

Module 2 Keyboarding

THE UNIVERSITY OF BRITISH COLUMBIA
Learning Exchange

Funded by:
Immigration, Refugees and Citizenship Canada

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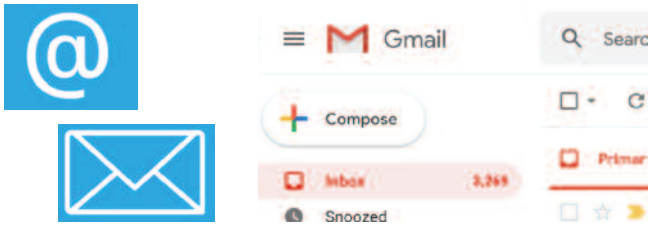
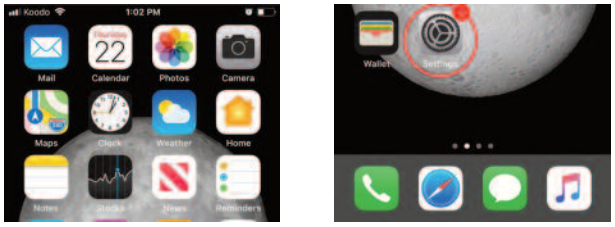
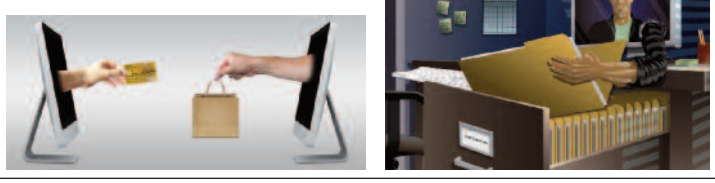
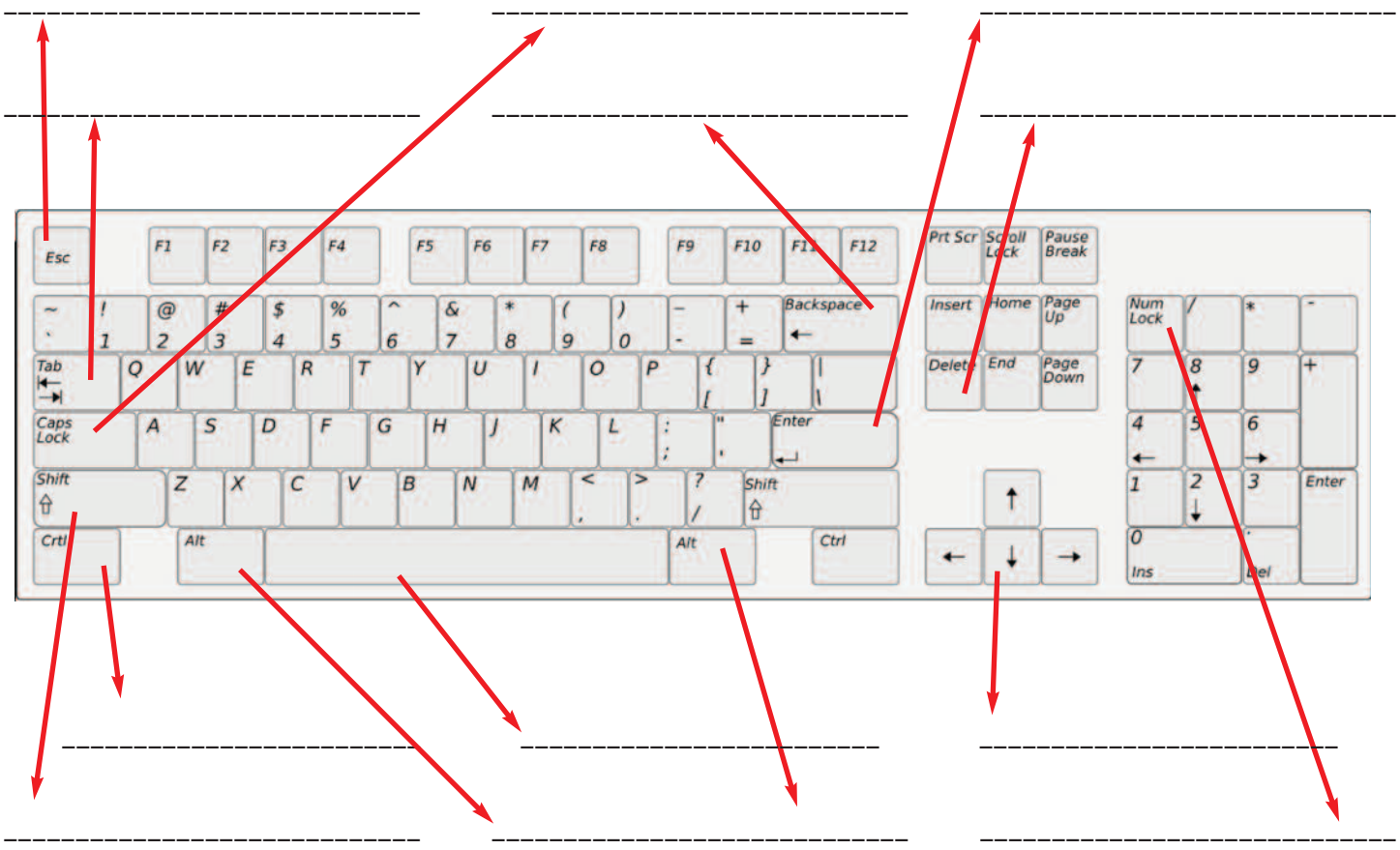
Immigration, Réfugiés et Citoyenneté Canada

Module 2-CLB 5/6-Introduction to the Module-Visual

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

Parts of the Keyboard

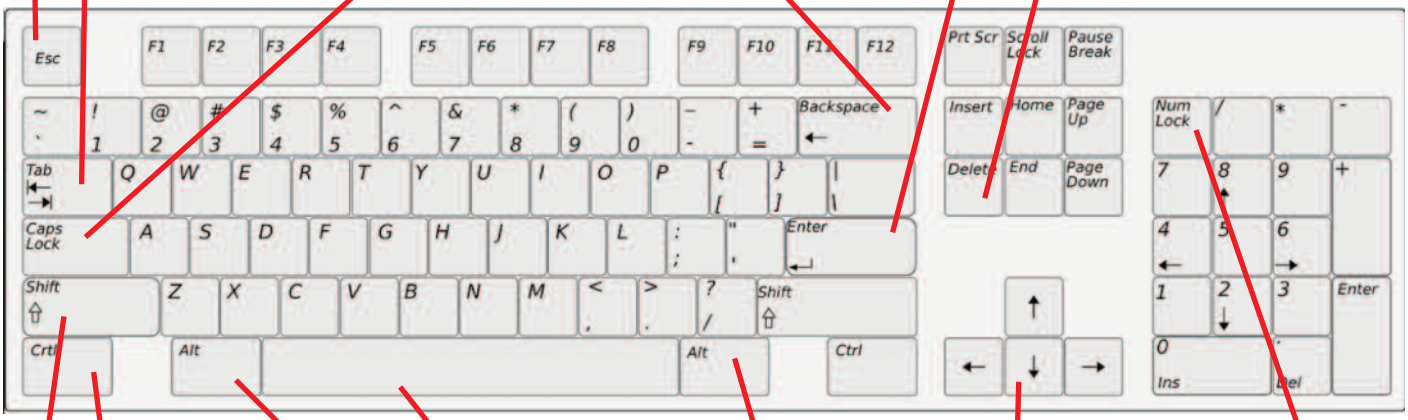


Backspace	Shift	Caps Lock
Spacebar	Enter	Arrow Keys
Delete	Escape	Tab
Control	Alternate	Number Lock

Parts of the Keyboard

Escape _____ Caps Lock _____ Enter _____

Tab _____ Backspace _____ Delete _____



Control _____ Spacebar _____ Arrow Keys _____

Shift _____ Alternate _____ Number Lock _____

Backspace Shift Caps Lock

Spacebar Enter Arrow Keys

Delete Escape Tab

Control Alternate Number Lock

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

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 _ ! Control Shift Arrow Keys Page Down @ # Alternate Spacebar Home . / Tab Escape Delete End - ‘ Windows Num Lock

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

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

11. How do you type the _ symbol? **Answer: Shift + _**

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

13. You want to exit a full screen display. What key do you press? **Answer: Esc**

14. You have some calculations to do and want to activate the numeric keypad.
    What key do you press? **Answer: Num Lock**

15. You want to move to the next field of a computerized form. What key do you press? **Answer: Tab**

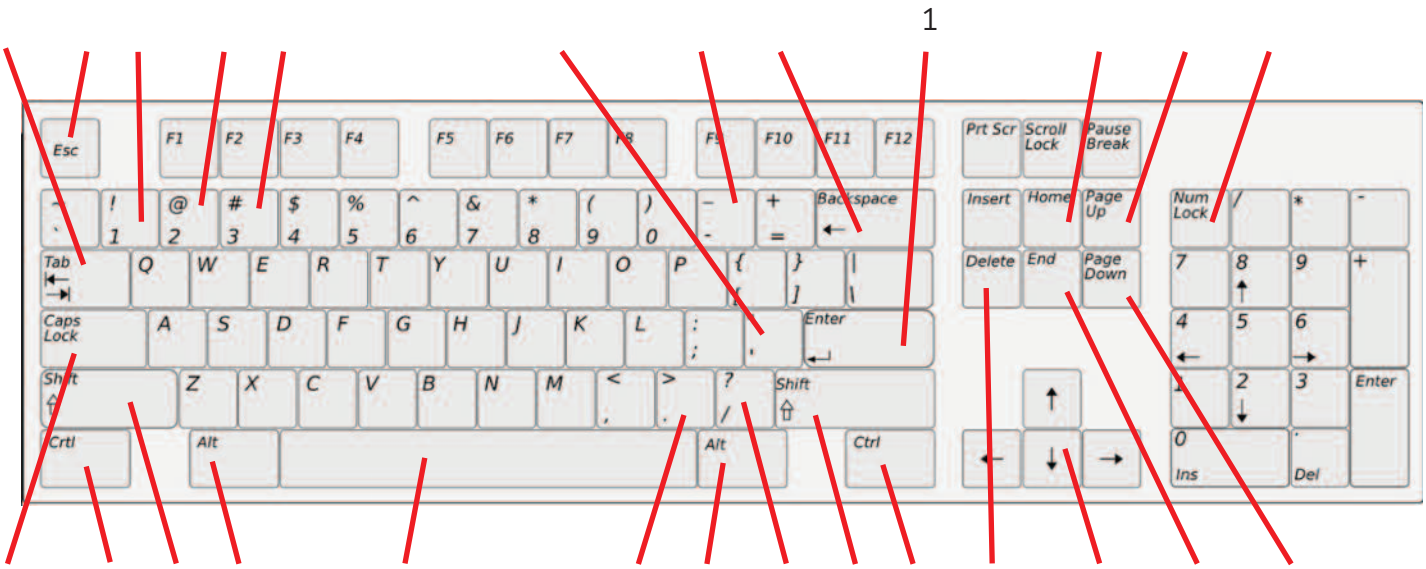
16. You want to copy everything of a webpage. What do you press? **Answer: Ctrl + A**

17. You want to copy and paste something. What do you press? **Answer: Ctrl + C, then Ctrl + V**

18. You want to go to the Start menu. What do you press? **Answer: Windows key**

19. How do you print a document? **Answer: Ctrl + P**

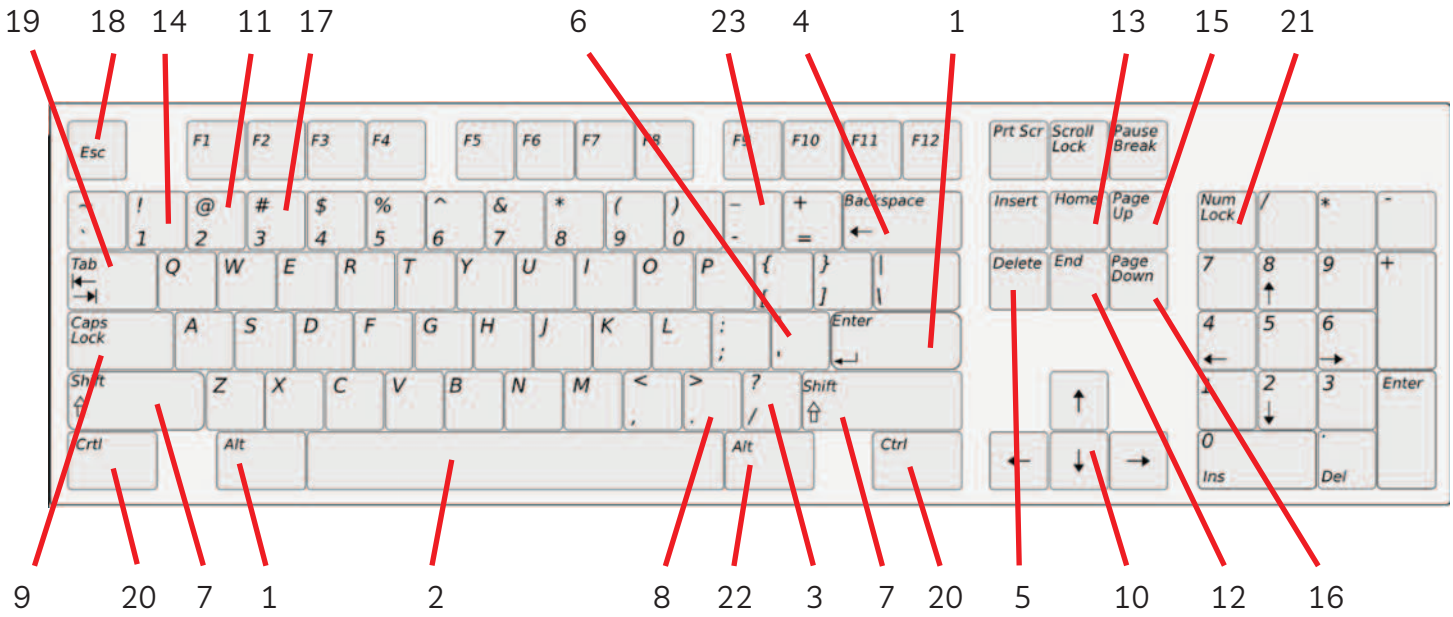
20. You want to switch between programs. What key do you press? **Answer: Alt + Tab**



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

1. Use this key to move down to the next line.
2. This key makes a space.
3. The forward slash is on this key.
4. Erase to the left of the cursor with this key.
5. Erase to the right of the cursor with this key.
6. This key has the apostrophe.
7. 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.
8. This key has the dot or period key.
9. Use this key to make all the letters CAPITAL.
10. These keys let you move the cursor up, down, right or left but not delete any typing. Called the "Arrow Keys".
11. This key has the "at" symbol used in email addresses.
12. This key moves the cursor to the end of the line.
13. This key moves the cursor to the beginning of the line.
14. This key has the exclamation mark !
15. The cursor jumps up the page with this key.
16. The cursor jumps down the page with this key.
17. This key has the # sign.
18. This key lets you exit a full screen display or cancel a program or webpage that is loading too slowly.
19. This key lets you indent a text or move on to the next field in a table.
20. Use this key together with other keys to copy, paste, print etc. There are two of them.
21. Use this key to activate the numeric keypad.
22. This key lets you perform computer shortcuts but is not as common as the Ctrl key.
23. This key is where you find the – sign. When you press shift, it gives you the _ sign.

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



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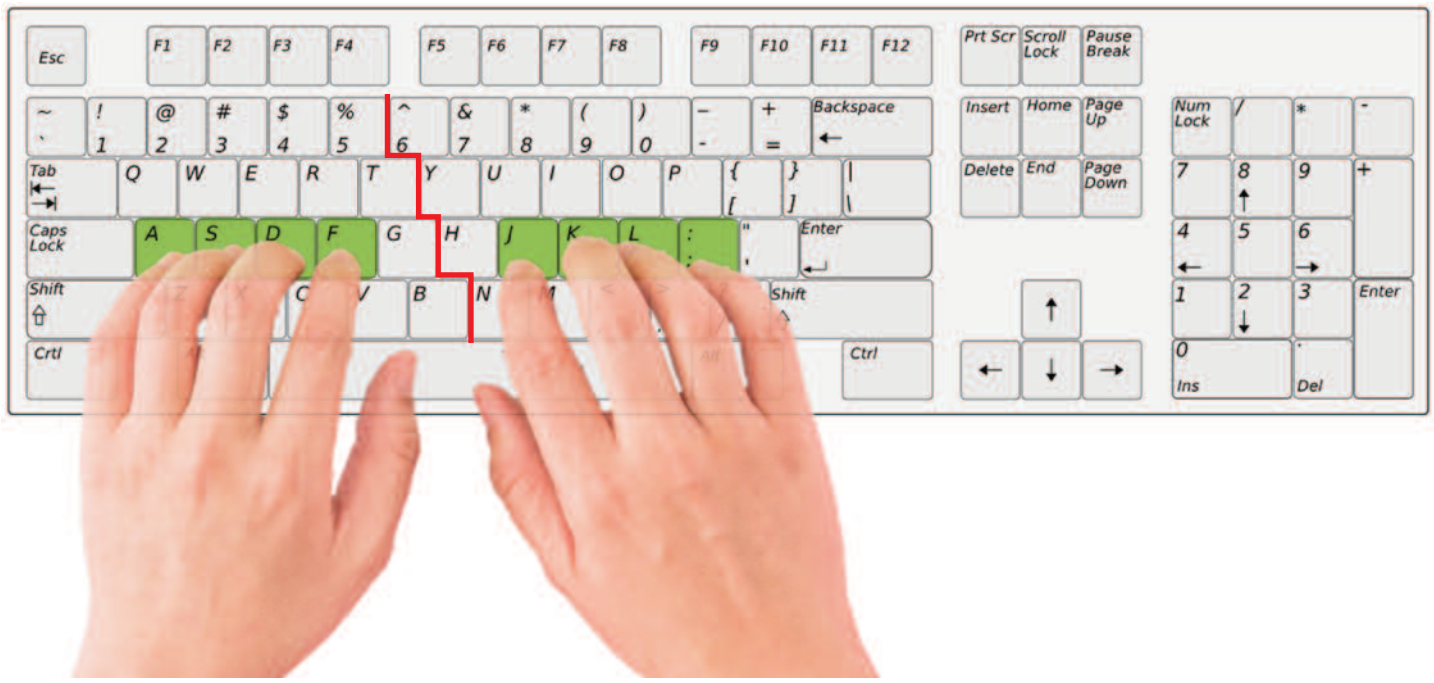
Correct Finger Placement on the Keyboard

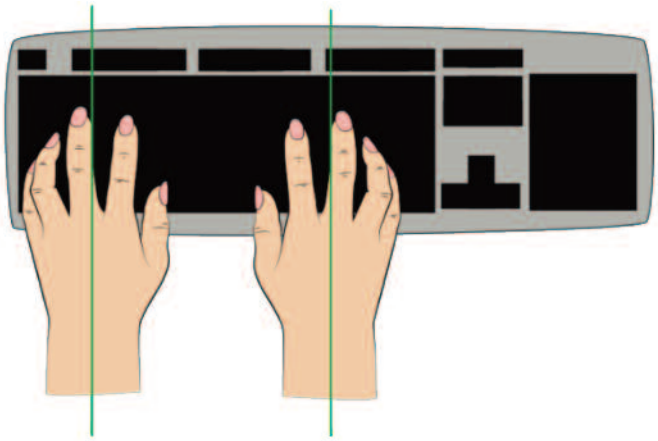
Correct Finger Placement on the Keyboard

Left Hand Keys Right Hand Keys

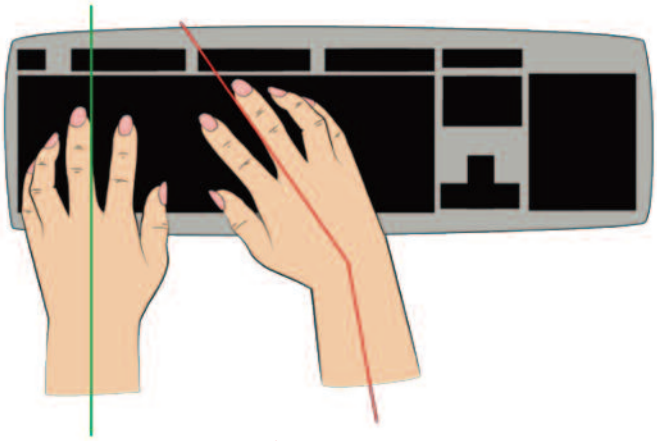


Sitting Correctly

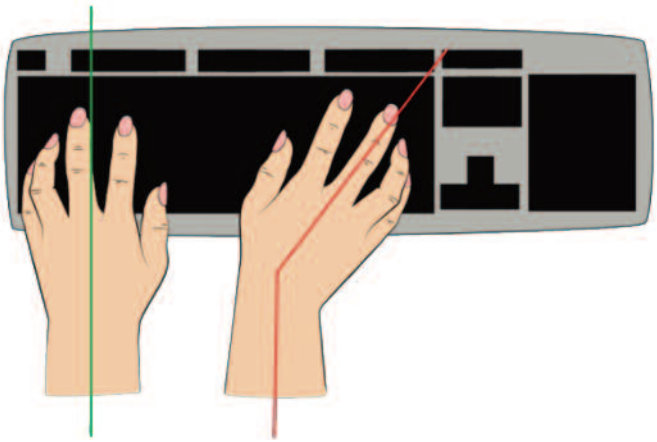
The Right and Wrong Way to Use the Keyboard



correct correct



correct incorrect



correct incorrect

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?

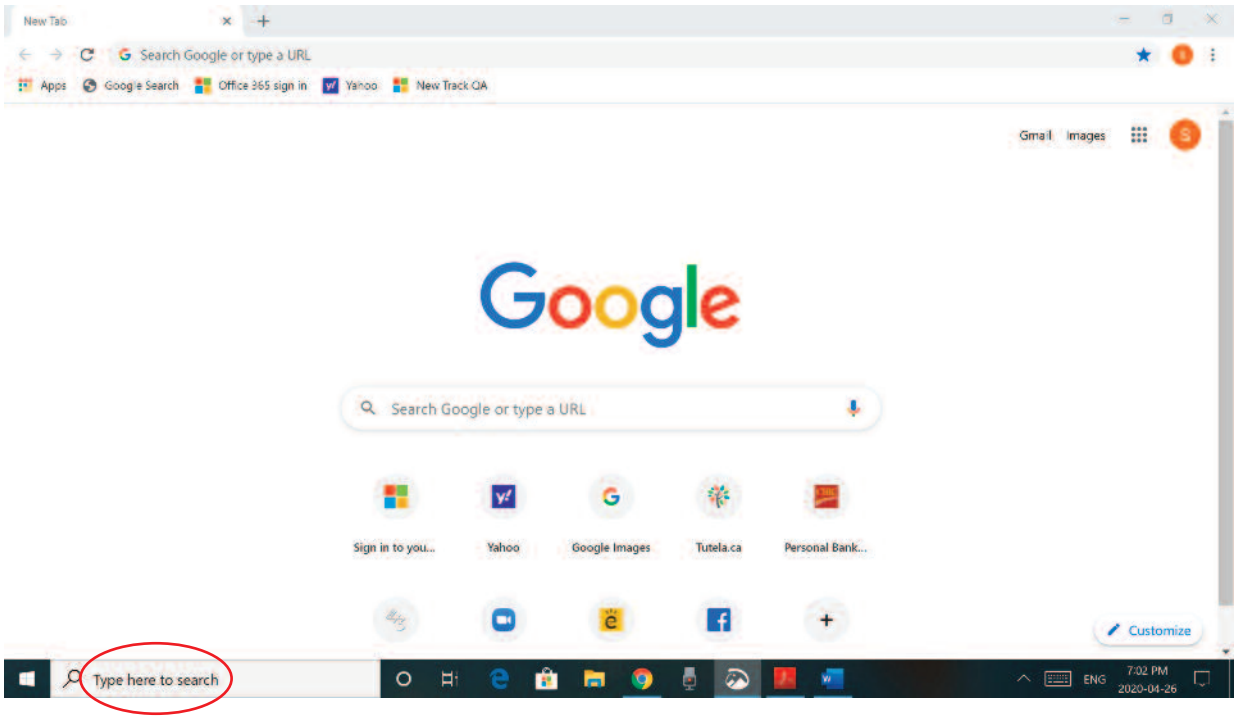
9. **Log out:**
   a. Click on your Username in the top right corner.
   b. Click on Log Out

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

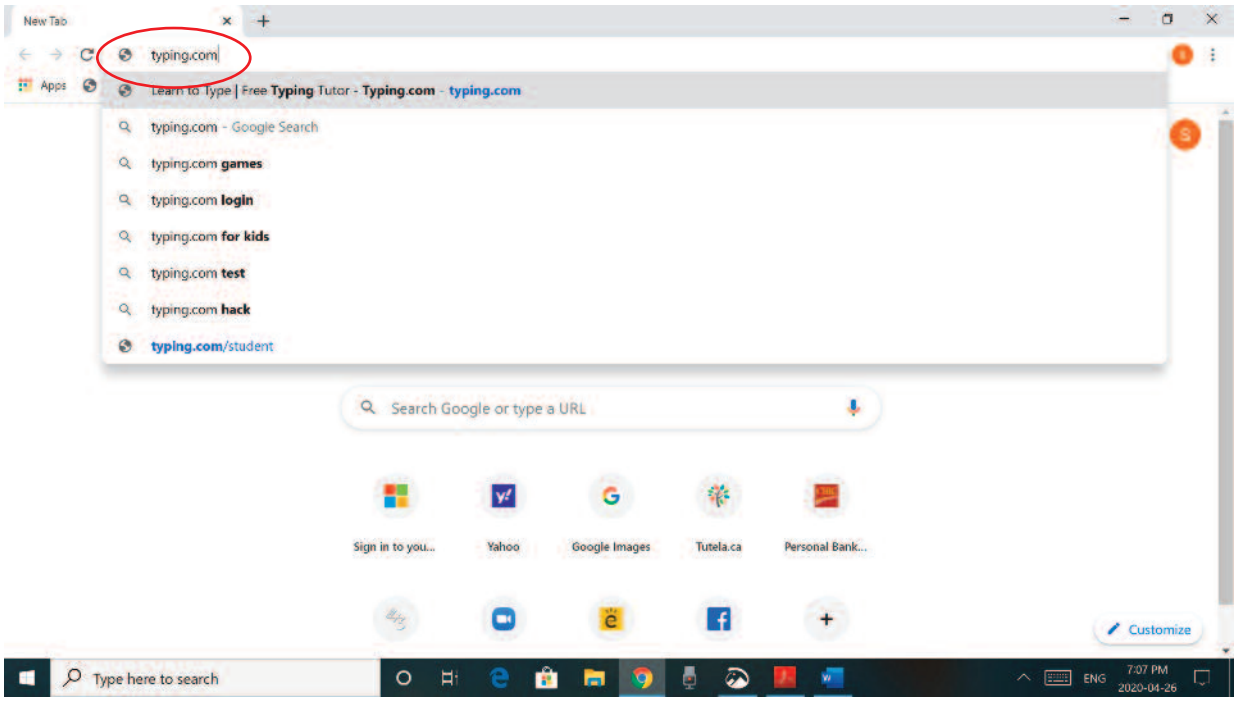
Practice as much as you want. Log in each time.

Sign Up / Register for Typing.com

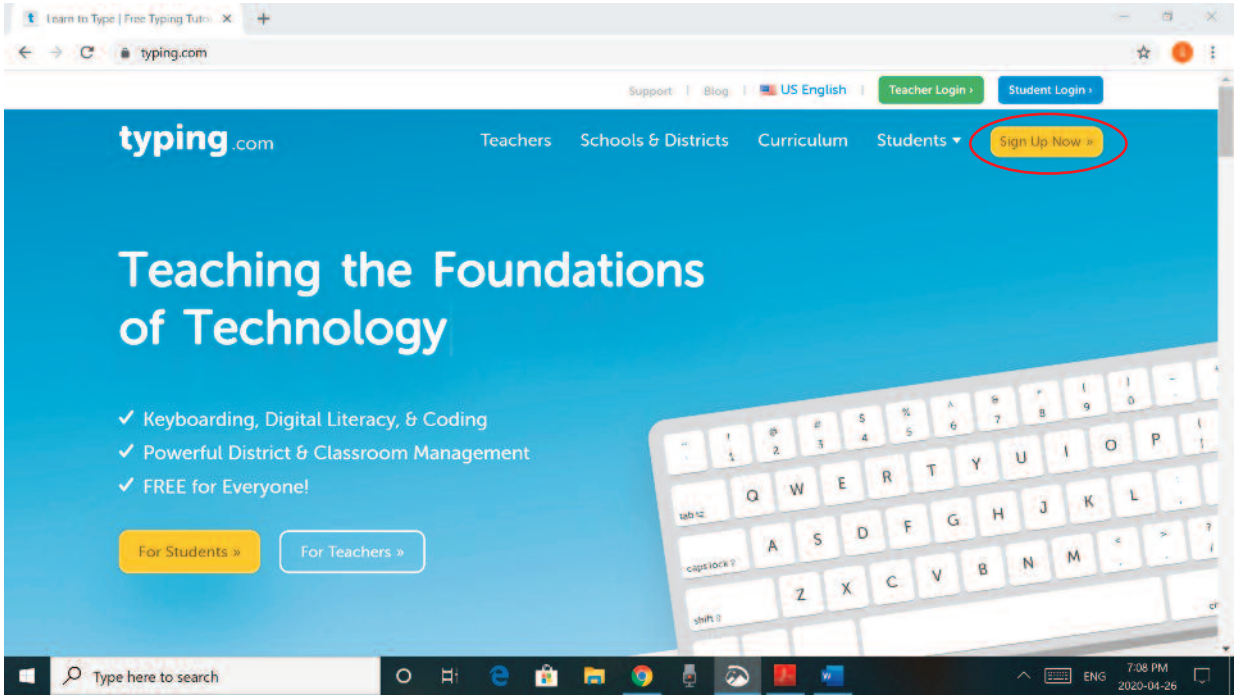
1. Open the browser **Google Chrome**



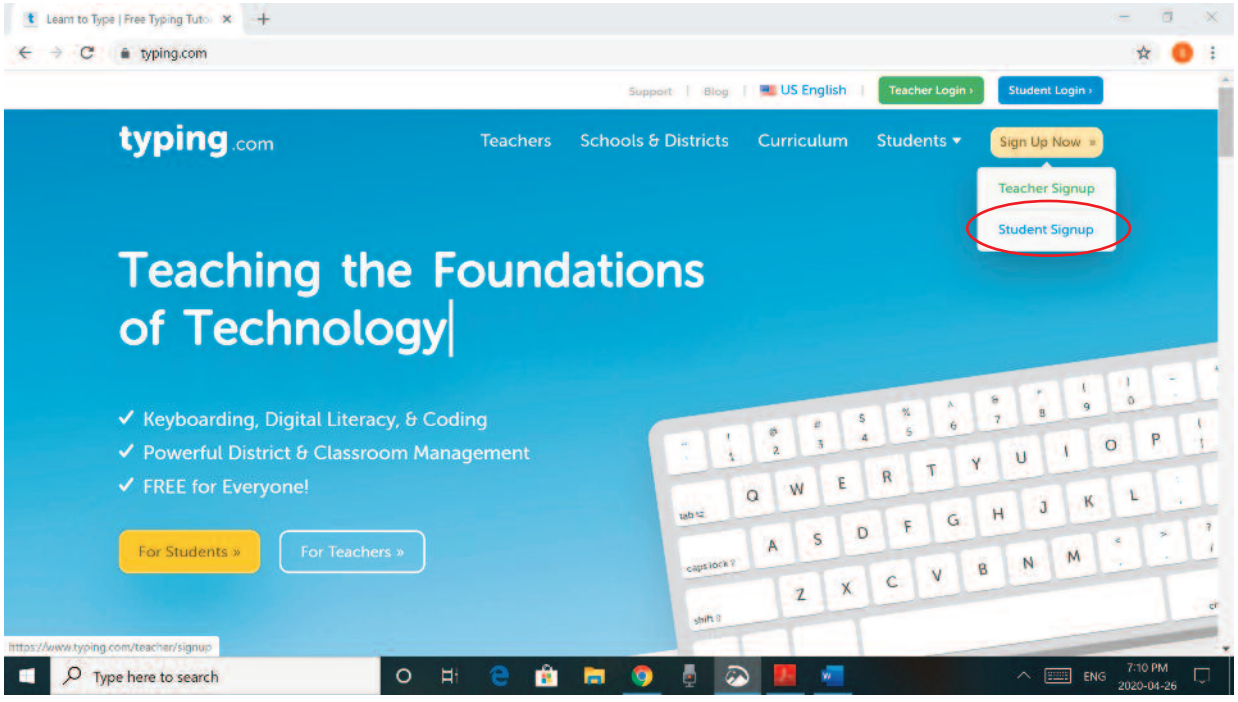
2. Click in the address bar and type: **typing.com** and press **Enter**



3. Click on **Sign up Now**

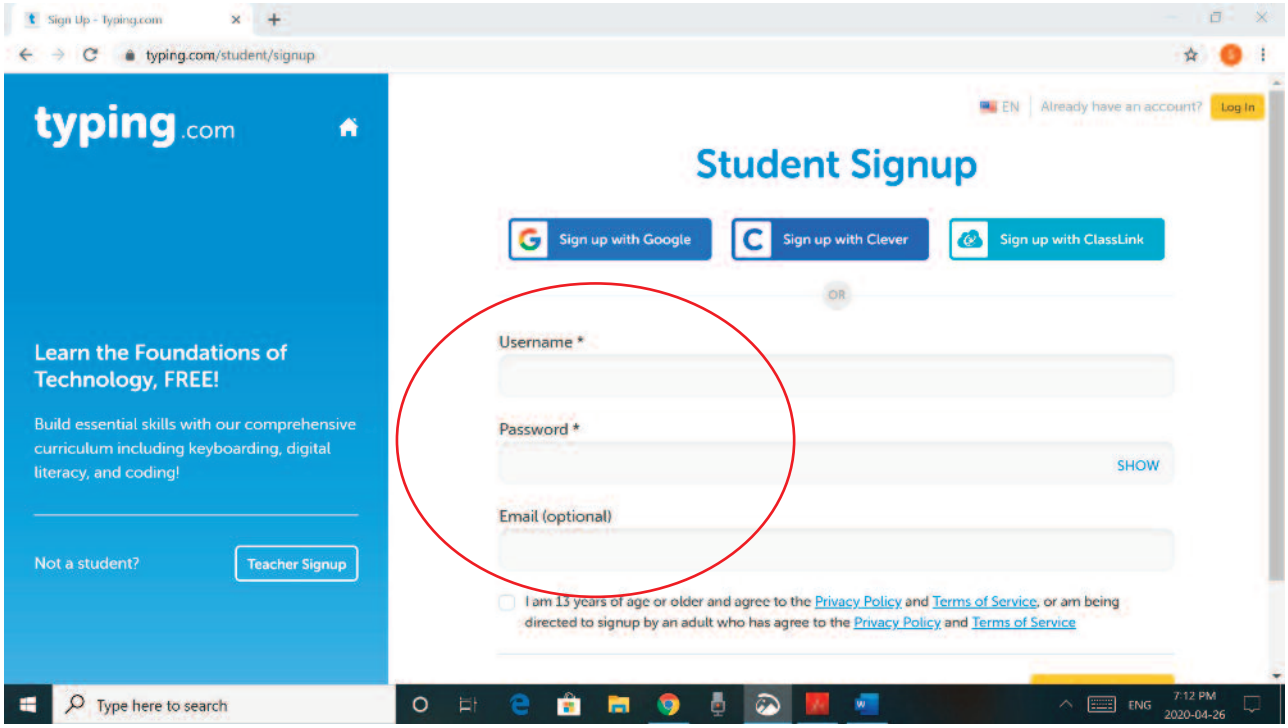


4. Click on **Student Signup**

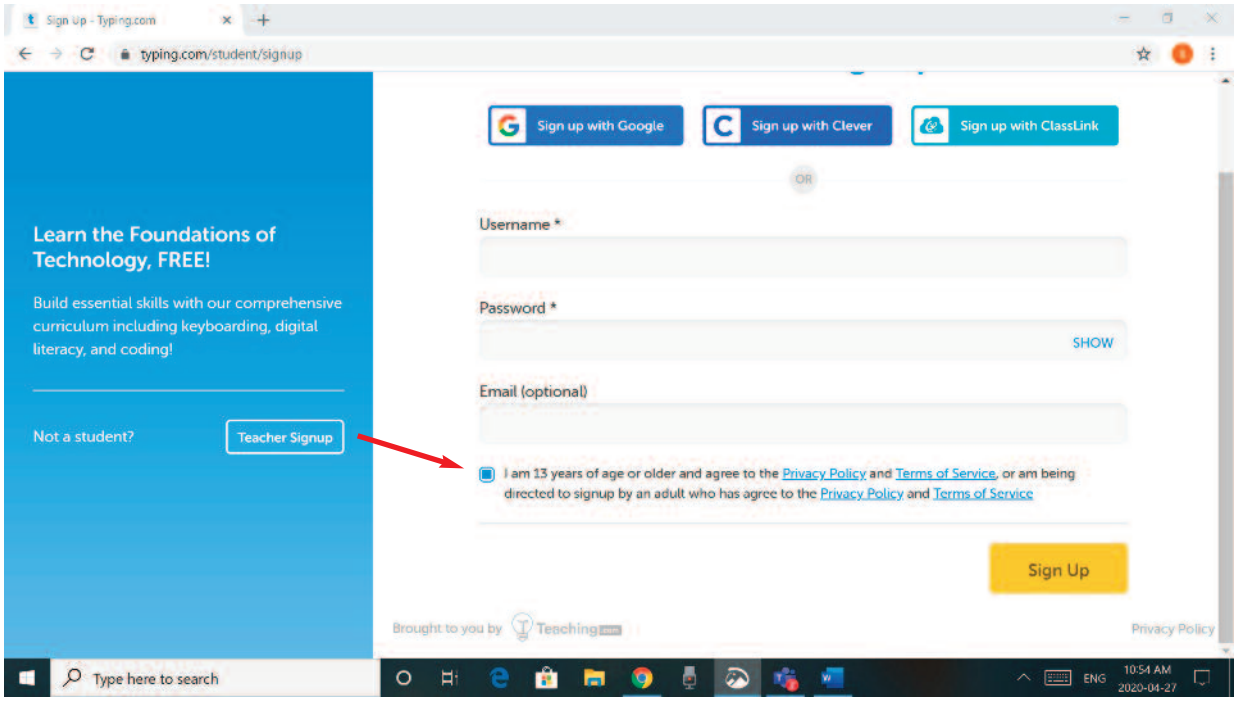


5. **Type:**
   A. **Username**
   B. **Password**. Something easy for you to remember.
   C. **the Password again**.

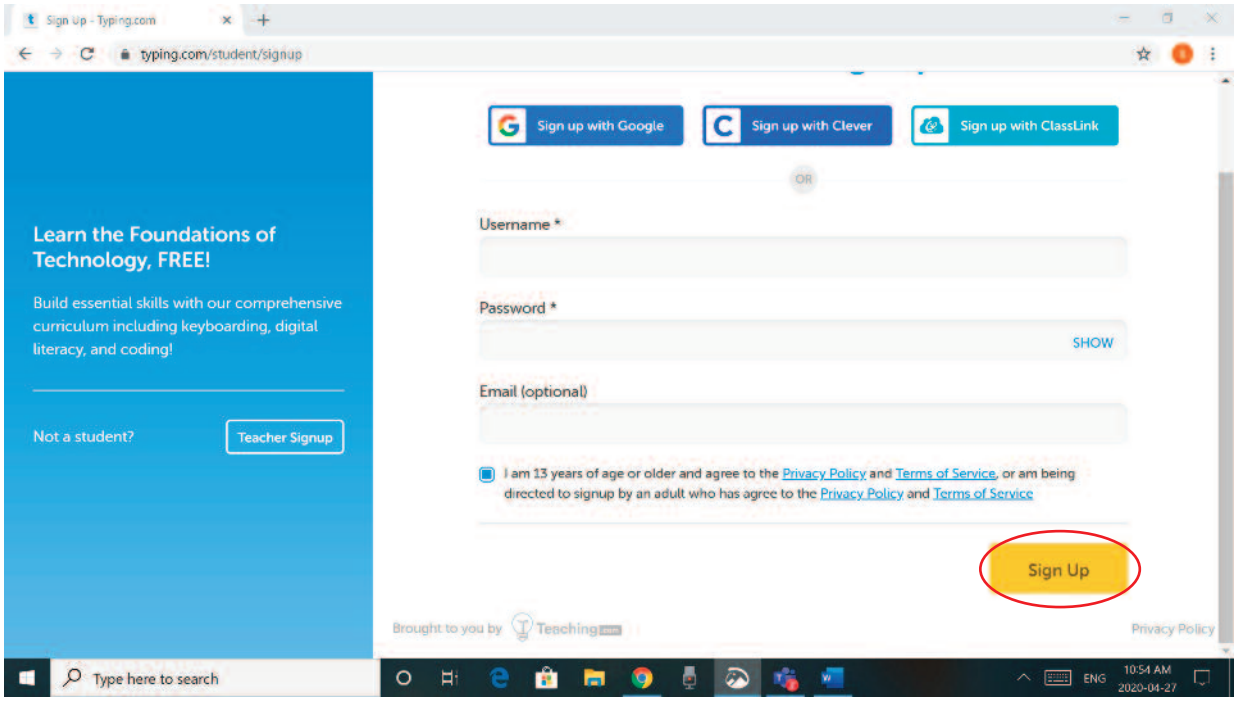
NB: It's important to keep your username and password private.
Write down your username and password in a private place.



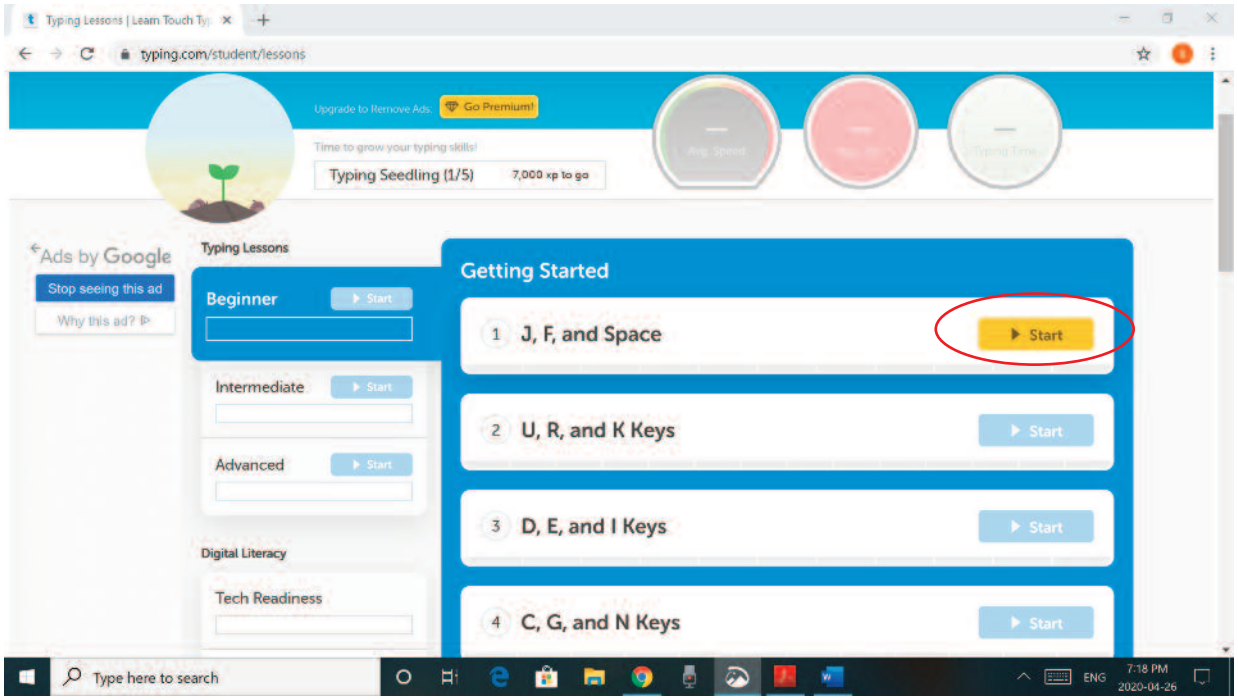
6. Click on the box below.



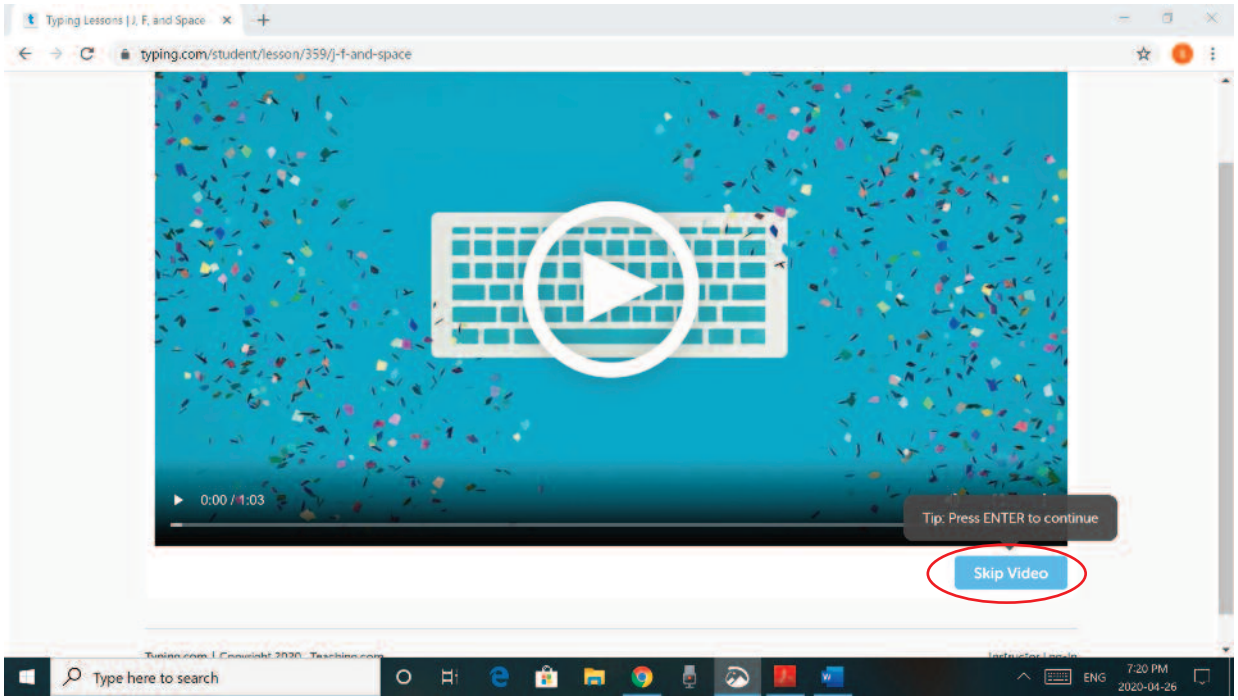
7. Click on **Sign up**



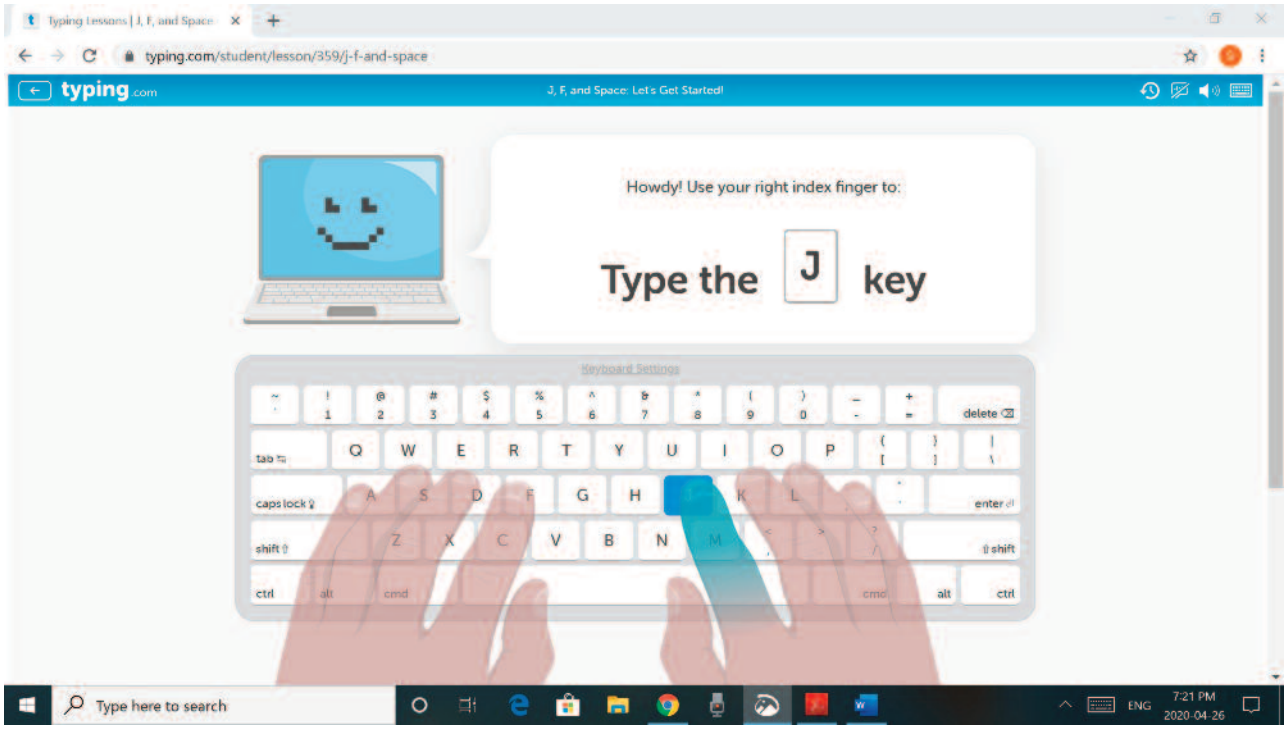
8. Start with the first lesson.

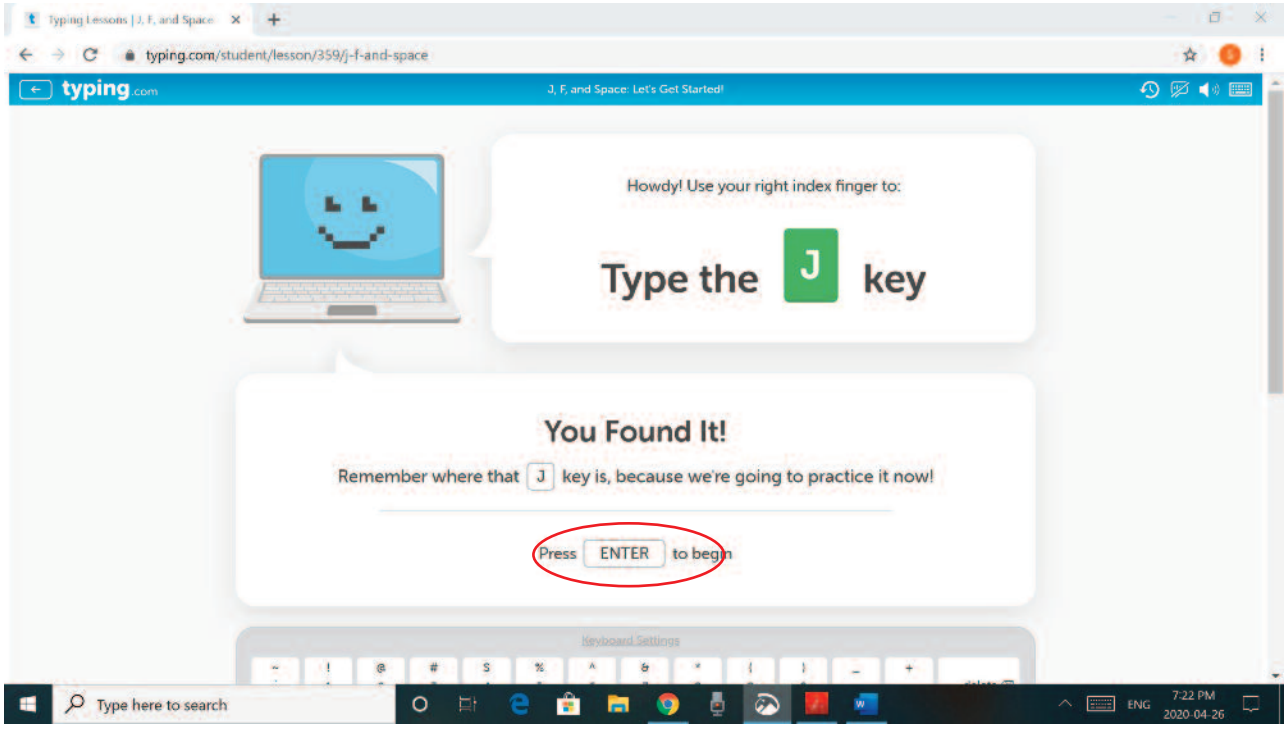


9. Click on Skip Video

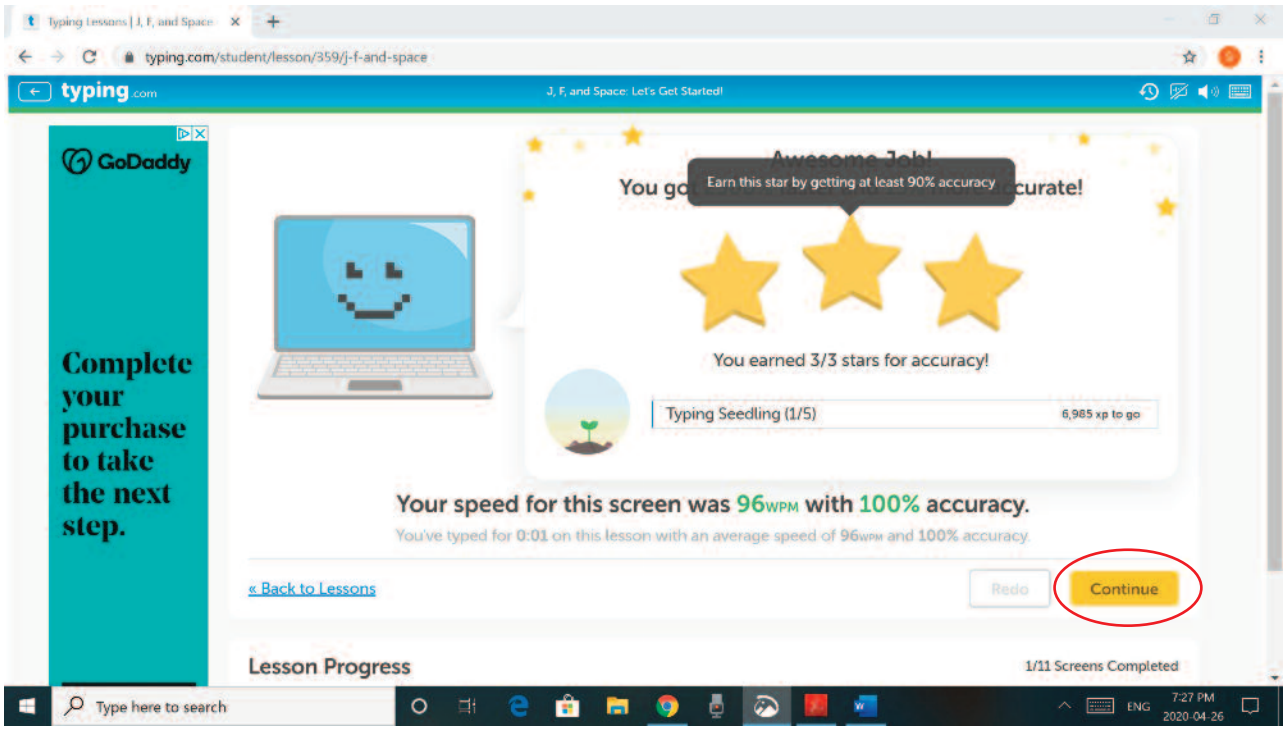


10. Listen, watch and practice.

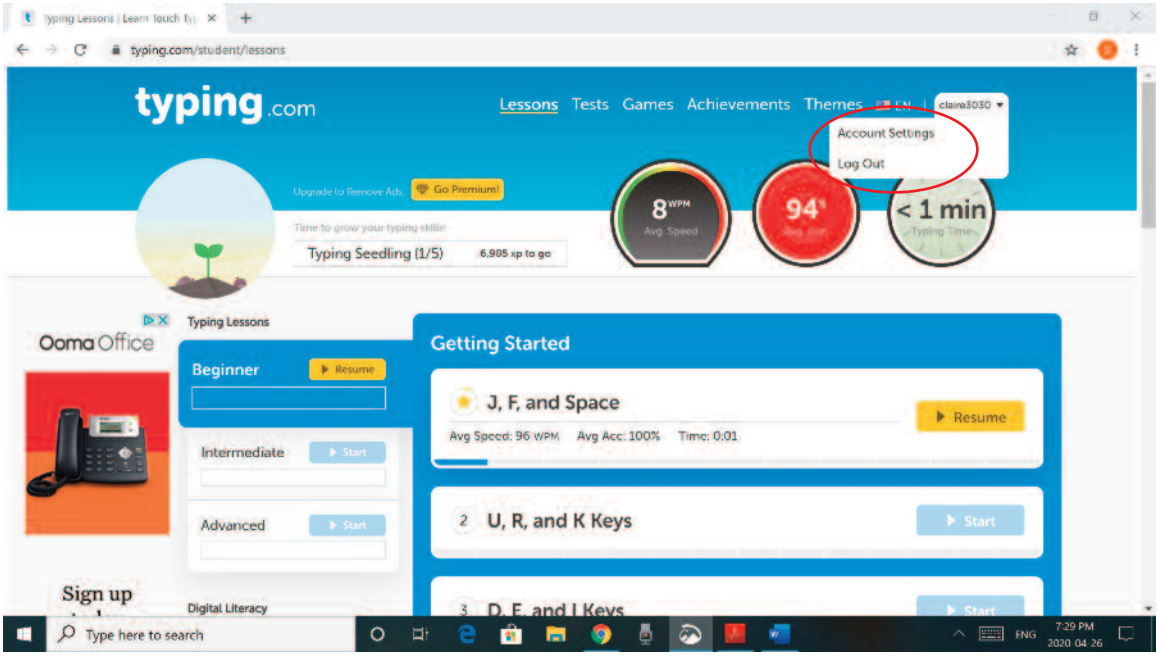




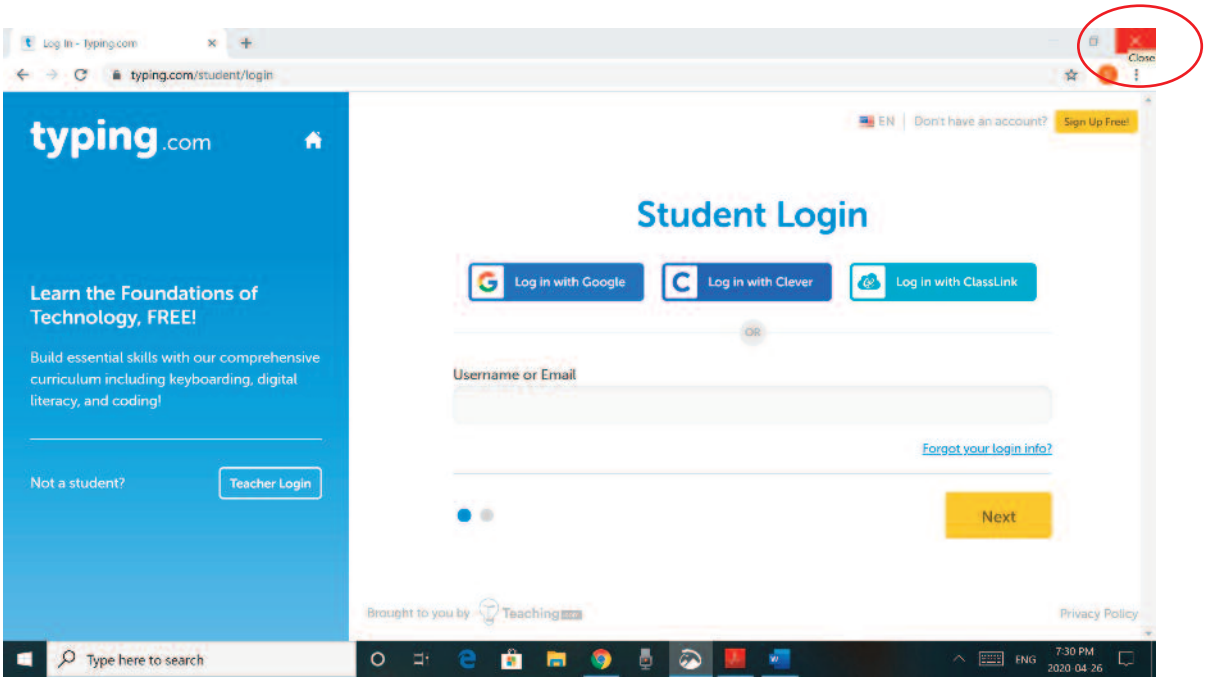
typing.com
J, F, and Space: Let's Get Started!
j
Start Typing!


typing.com/student/lesson/359/j-f-and-space
typing.com
J, F, and Space: Let's Get Started!
GoDaddy
Complete your purchase to take the next step.
Earn this star by getting at least 90% accuracy
You earned 3/3 stars for accuracy!
Typing Seedling (1/5)
6,985 xp to go
Your speed for this screen was 96WPM with 100% accuracy.
You've typed for 0:01 on this lesson with an average speed of 96WPM and 100% accuracy
« Back to Lessons
Redo
Continue
Lesson Progress
1/11 Screens Completed
Type here to search
ENG
7:27 PM
2020-04-26

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!

Type the following common English idioms and/or expressions. Be sure to use capitals and correct punctuation.

A picture is worth 1,000 words.

Action speaks louder than words.

Don't put all your eggs in one basket.

Every cloud has a silver lining.

The early bird catches the worm.

You can't have your cake and eat it too!