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Why Teach Computer Keyboarding?

Knowing how to use computers is an essential skill in today's society, and the starting point for using computers is knowing how to efficiently use the keyboard. Computer keyboarding will continue to be a valued skill for students and adults alike. Therefore, it is an important skill for children to learn—starting at the elementary-school level.

In fact, if students are not given direct instruction in keyboarding, they will develop their own typing techniques. This can severely limit future accuracy and speed and will prove difficult—if not impossible—to correct. Students need a teacher-directed program to learn to touch-type; they need a teacher to ensure that they learn correct technique.

This book, *Computer Keyboarding for Beginners*, is specifically designed to help students learn how to keyboard properly. There are 20 short, fast-paced lessons, which will teach the location of the alphabet and symbols on the keyboard, show students the correct placement of their fingers, and provide appropriate practice exercises. The objective of this course is for students to develop accuracy and confidence in their keyboarding. With continued practice and use, of course, speed will also increase.

The optimal schedule for learning to keyboard is 15–20 minutes of computer keyboarding per day, three days per week. Students should strive to learn to touch-type at a rate equal to, or better than, their handwriting speeds.
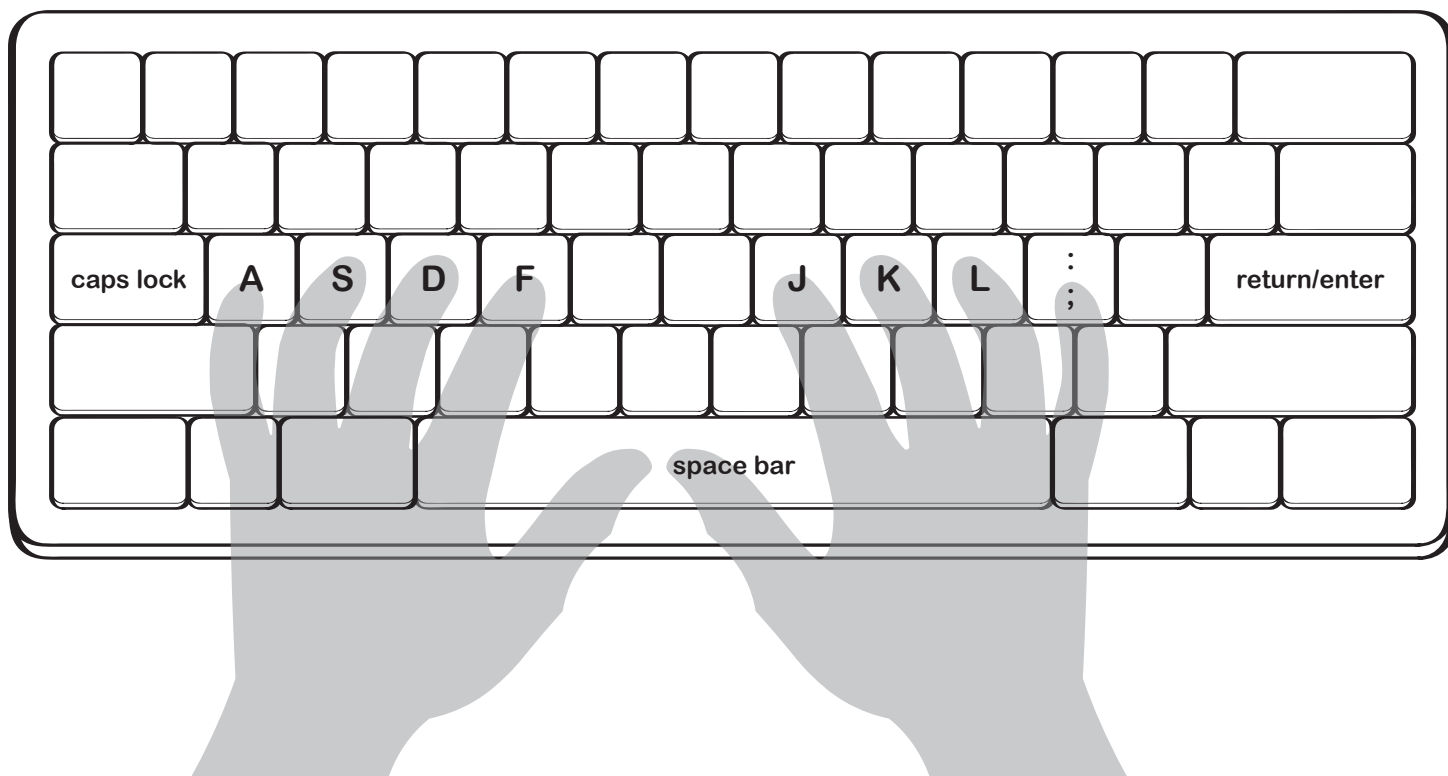
Using Word Processing Applications

Microsoft Word, Google Docs, and other kinds of word processing apps are excellent vehicles for teaching keyboarding. Students can learn the word processing skills they need for writing assignments as they learn to keyboard. Finished keyboard lessons can be saved or printed so students can see their progress. Revising techniques and proofreading skills can also be taught as students learn to keyboard.

Because computers and computer keyboards can vary, it is important for you as the teacher to adjust the lessons when necessary. For instance, the Return key on some keyboards is labeled as the Enter key on others. You should also teach word processing concepts and commands as needed. For instance, you will want to teach basic file operations such as opening and saving files. Decide before beginning whether students will be allowed to use the Backspace or Delete keys to make corrections during keyboarding lessons (or at what point they will be allowed to use these keys).

These keyboarding lessons are not a substitute for the operating or instruction manual for your computer. Your computer manual gives much more specific information on the use of special keys. Lesson 18 also discusses some computer control keys.

Lesson 1: Introduction to Keyboarding (8 Keys) *(cont.)*

A keyboard diagram showing the home row keys: caps lock, A, S, D, F, J, K, L, :/; and return/enter, with hands positioned over the keys and the space bar labeled.

Exercise 1

Now, looking only at this page (not the computer keyboard or monitor), input the following:

JF JF JF JF JF JF	SAL; SAL; SAL; SAL;
FJ FJ FJ FJ FJ FJ	JDKF JDKF JDKF JDKF
FDJK FDJK FDJK FDJK	LAS; LAS; LAS; LAS;
KDJF KDJF KDJF KDJF	JSLD JSLD JSLD JSLD
LAD; LAD; LAD; LAD;	KFA; KFA; KFA; KFA;
FAJ; FAJ; FAJ; FAJ;	SDJL SDJL SDJL SDJL

Lesson 17: Use Quotation Marks *(cont.)*
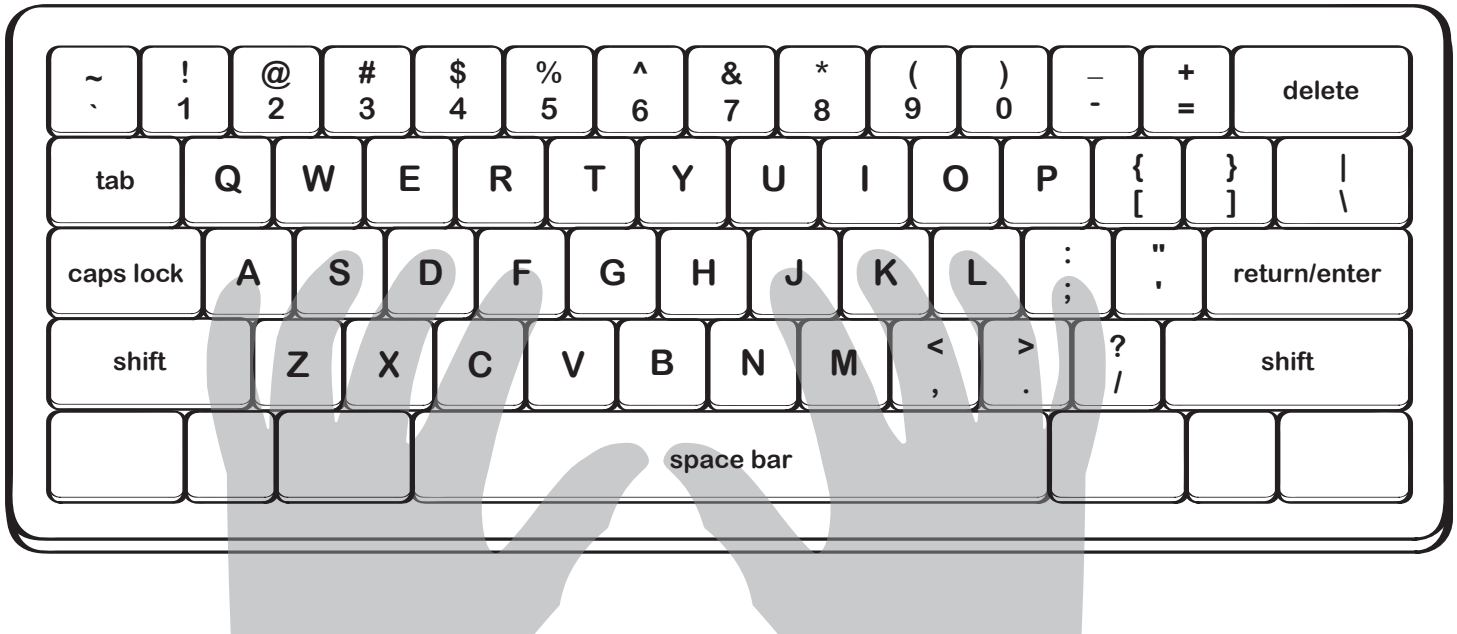
Exercise 17

Without looking at the keys or monitor, input the following:

last last last last last last last last
away away away away away away away away

year? year? year? year? year? year? year?
white; white; white; white; white; white;

Friend Friend Friend Friend Friend Friend
Pretty Pretty Pretty Pretty Pretty Pretty

box box box box box box
house house house house house house

"Eat" "Eat" "Eat" "Eat" "Eat" "Eat" "Eat"
want, want, want, want, want, want, want,

Now, type this sentence five times:

The old woman said quietly, "Excuse me, please. I must go."

Timed Test

Do this drill two times. Using a stopwatch or app, time yourself to the nearest minute and second for each attempt.

     I always know when it is going to snow. When I wake up and my right knee hurts, that means snow is on the way. It's hard to get people to believe me.
     This morning I woke up and my knee was hurting, so I knew snow was coming. At school, Mr. Thomas said our class was going to go outside to run around the track today.
     "I don't think we can run today," I said. "It's going to snow."
     Mr. Thomas laughed. "None of the weather reports are predicting snow," he said. "It's a beautiful, sunny day." He walked over to the curtains and opened them.
     Everyone in class gasped. The morning's sun had turned to gray clouds and white snow sparkled on the ground. They all looked over at me.
     "The knee knows!" I told them.

Frequently Used Words

These are some of the words most frequently used when reading and writing English. Using these words can help you become a better reader and speller. The 300 words are grouped here according to how often they are used, starting with the words that appear most often.

Frequently Used Words Exercise

For practice, type each word four times, adding a space between each word and hitting the Return or Enter key at the end of each line. You do not need to input the numbers above each section of words.

Example: the the the the
of of of of

(1–25)	(26–50)	(51–75)	(76–100)
the	or	will	number
of	one	up	no
and	had	other	way
a	by	about	could
to	word	out	people
in	but	many	my
is	not	then	than
you	what	them	first
that	all	these	water
it	were	so	been
he	we	some	call
was	when	her	who
for	your	would	am
on	can	make	its
are	said	like	now
as	there	him	find
with	use	into	long
his	an	time	down
they	each	has	day
I	which	look	did
at	she	two	get
be	do	more	come
this	how	write	made
have	their	go	may
from	if	see	part