

COMPUTER & LIBRARY TRAINING

Computers for Beginners 2: Use the Keyboard



Mar 2020 YG/ DC

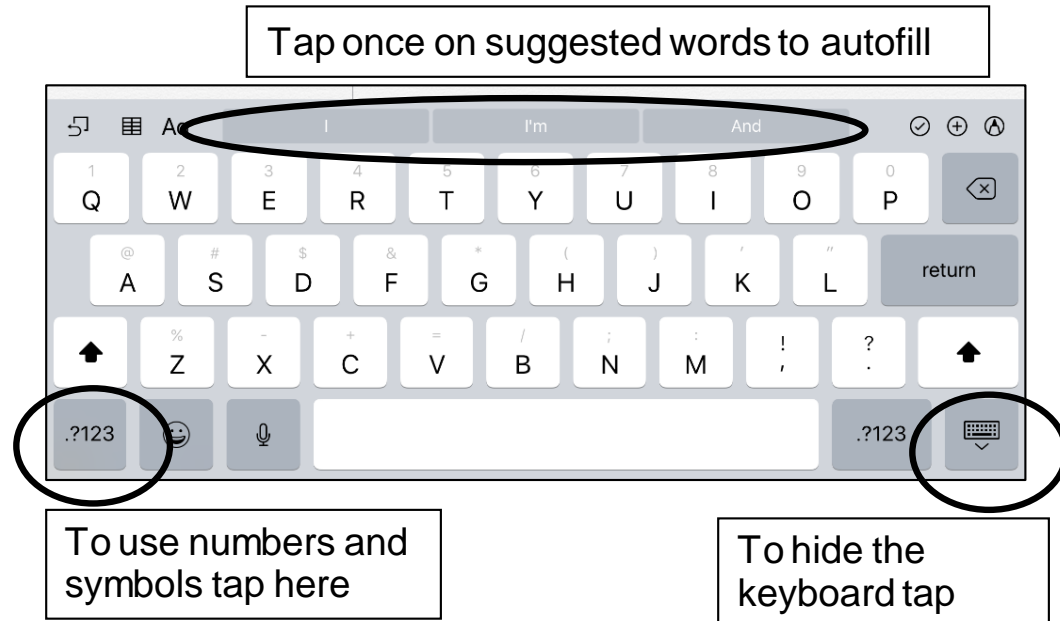
Learning Outcomes

In this class you will:

1. Familiarize yourself with alphabet keys, number keys and symbol keys.
2. Practice typing using an iPad App.
3. Review where to get more typing practice.

What is a Keyboard?

The keyboard is a piece of equipment used to communicate with a computer. It allows you to enter data into a computer. iPads come with a **“virtual keyboard”** which appears whenever you open an app which requires typing.



Exercise 1: Tour the keyboard

Typing

Touch typing is the ability to use muscle memory to find keys quickly using all fingers. Touch typing is an acquired skill that takes practice.

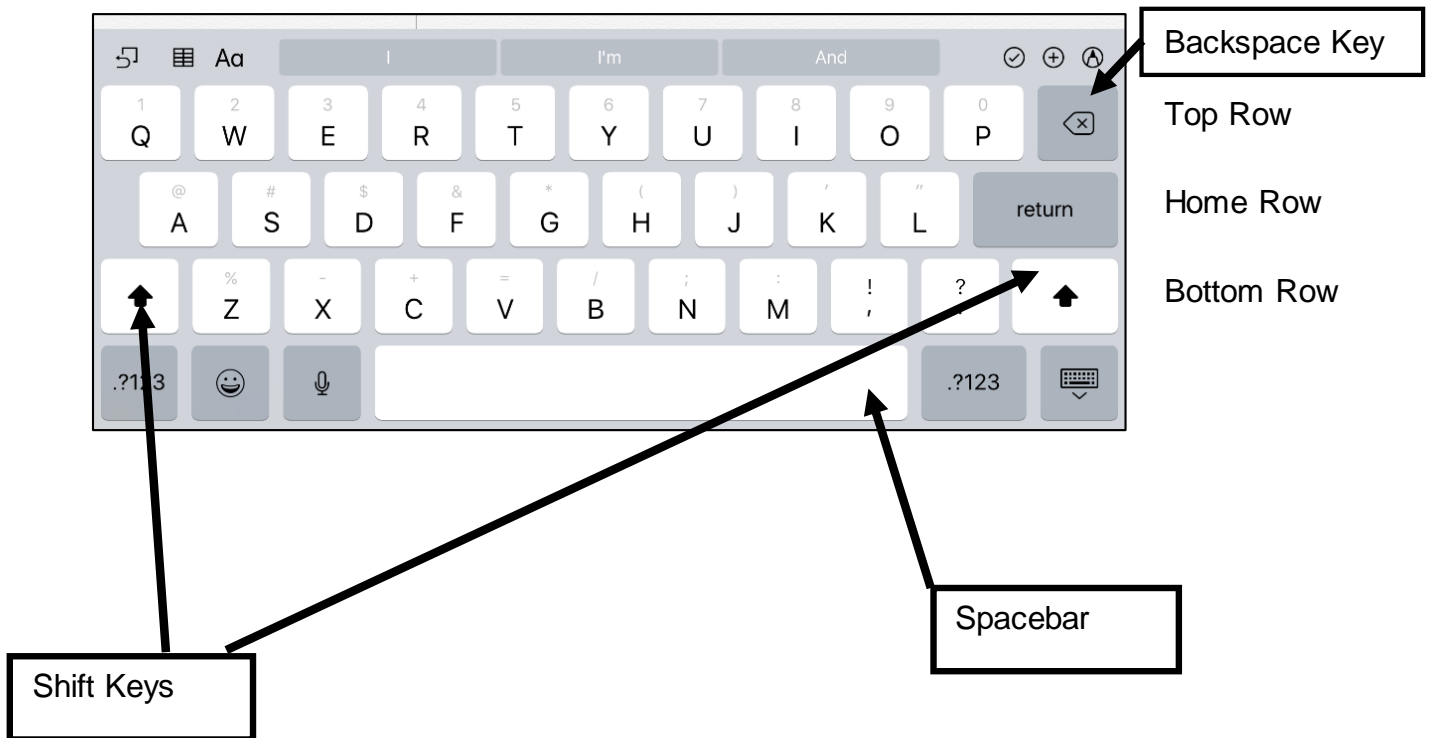
Touch typing is not the goal of this class.

For now, don't worry if you use only a few fingers. You will get more comfortable with practice. Accuracy, not speed, is the goal.

In North America we call this a **QWERTY** keyboard.

Can anyone tell me why?

This diagram depicts the “classic” layout of the keys in rows. Most practice lessons use the terms: Home Row, Top Row, Bottom Row.



Space

In addition to the letter keys, you will use the **Spacebar to create spaces between words.**

return

Use the **Return Key (or Enter Key)** to move your cursor (a vertical line which indicates where you can type) to the next line and begin typing a new sentence.



Use the **Shift Keys** (one for each of your right/left hands) to type capital letters or the special characters (such as the question mark).

How to use shift: hold down the shift key, then tap on the desired key, then release both keys.

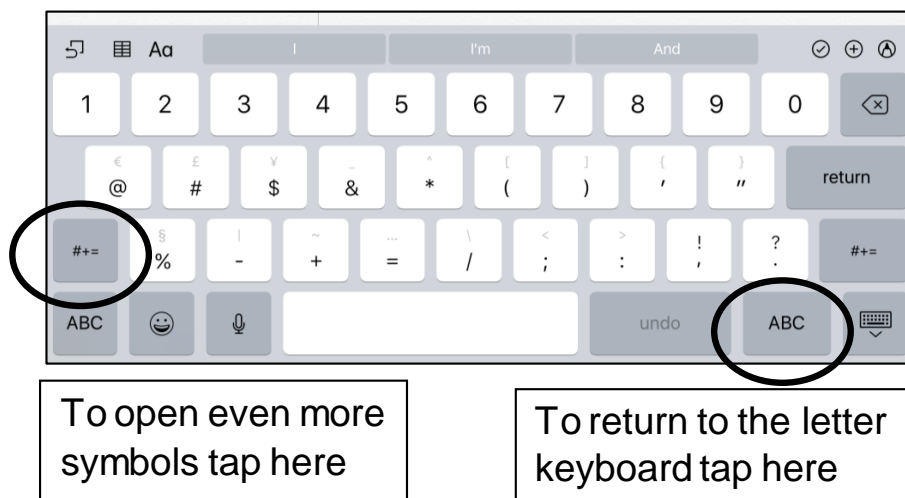


Use the **Backspace Key** to move your cursor backwards and erase typing.

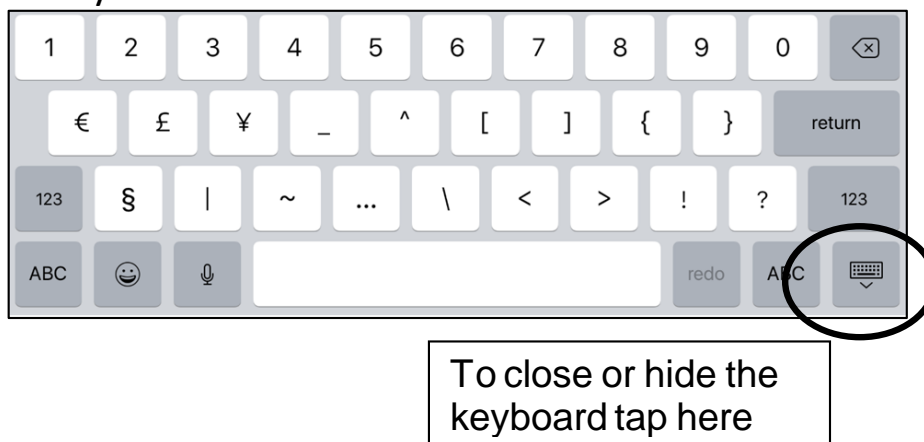
Accessing Numbers and Symbol Keys

Because the iPad is small, Apple created a compact virtual keyboard. This will appear on the screen in any context where you need to type: for example, if you open a Pages document or if you tap in the address bar of a web browser, or search box.

To access numbers and symbols tap the button marked **#+=**



To close or hide the keyboard tap the key in the lower right corner with the keyboard icon and a down arrow.



Exercise 2: Using Pages

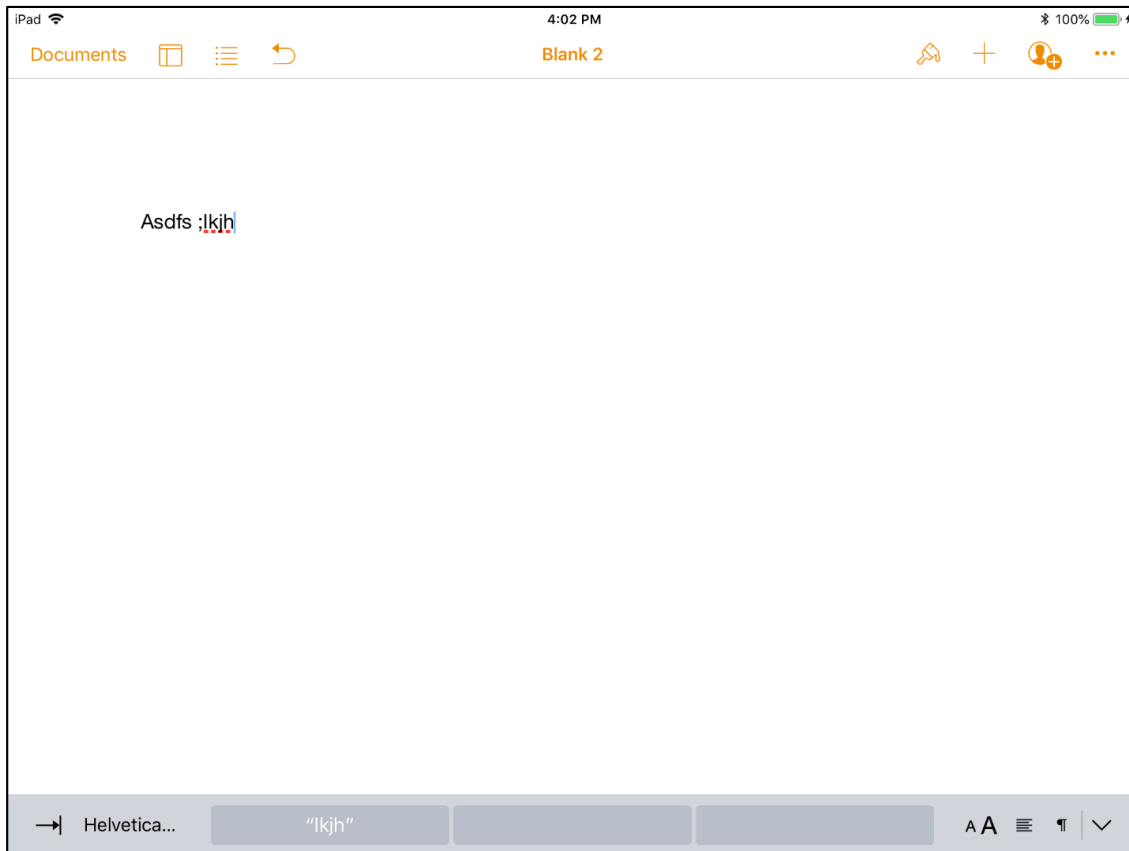
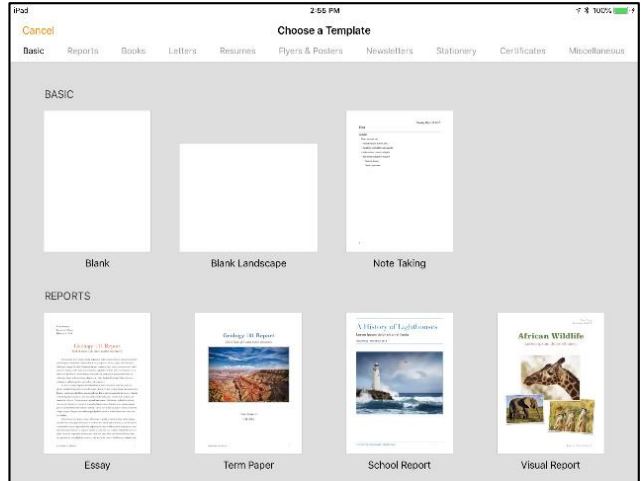
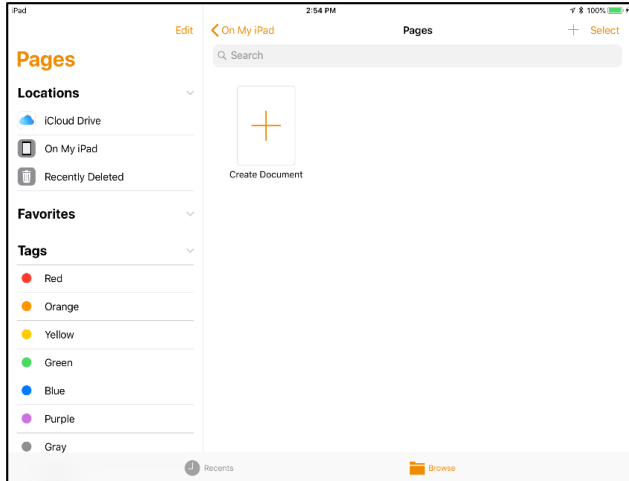


Pages is a free alternative to Microsoft Word made by Apple. It is a basic, but useful, word processing program which allows you to make, save and share documents of all kinds. Like Word it includes templates for letters, resumes, reports, newsletters, and more.

1. Tap once on the **Pages logo** to open the app
2. Tap on **Create Document**
3. **Explore:** Swipe up to scroll down through the list of templates (Pages gives you a wide range of pre-designed templates for resumes, reports, books, flyers, newsletters, and more!)
4. Choose **Blank** from the top of the list

The white workspace represents a sheet of paper. The black flashing line is called the **text cursor**. The text cursor shows you where you are typing.

Note: If the Virtual keyboard appears on your screen, tap the Bluetooth button on the external keyboard to reconnect.



Exercise 3: Row Practice

Tip: Saying the key aloud (or in your head) as you type will boost memory.

1. Type **asdfg**
2. Press **Enter** to begin a new line

Repeat twice.

3. Type **;lkjh**
4. Press **Enter**

Repeat twice.

5. Type **asdfg ;lkjh**

Tip: Use the spacebar to create a space between g and ;

6. Press **Enter**

Repeat twice.

Tips: Pages will automatically capitalize the first letter of a sentence for you. Don't worry about that for this exercise.

Pages will also indicate "misspelled words" with a wavy red underline or it may even **Autocorrect** with its best guess. Don't worry about that for this class.

Exercise 4: Top Row Practice

1. Type **qwerty**
2. Press **Enter**

Repeat twice.

3. Type **poiu**
4. Press **Enter**

Repeat twice.

5. Type **qwerty poiu**

Tip: Use the spacebar to create a space between t and p

6. Press **Enter**

Repeat twice.

Exercise 5: Bottom Row Practice

1. Type **zxcvb**
2. Press **Enter**

Repeat twice.

3. Type **.,mn**
4. Press **Enter**

Repeat twice.

5. Type **zxcvb.,mn**
6. Press **Enter**

Repeat twice.

Tip: Use your finger to **scroll** down the page when you start to run out of room.

Exercise 6: All Alphabet Keys

A pangram is a sentence that contains all letters of the alphabet. With practice, the location of each key will become embedded in your memory.

1. Type **A quick brown fox jumps over the lazy dog**
2. Press **Enter**

Repeat twice.

Stretch and Relax!

Take frequent breaks when working at the computer. While working, you are sitting in an unnatural position, reaching for the mouse, and staring at the screen.

- Look away from the computer screen.
- Stand up and stretch your shoulders.
- Gently roll your head to relieve neck strain.
- Shake hands out gently, and open and close your fingers.

Exercise 7: Use Shift to Capitalize

To capitalize a letter, tap the **Shift** key then tap the letter you want to type. If you **double-tap** the shift key, you will lock the shift key and all your letters will be capitalized. Tap the shift key one more time to release the “Caps Lock”.

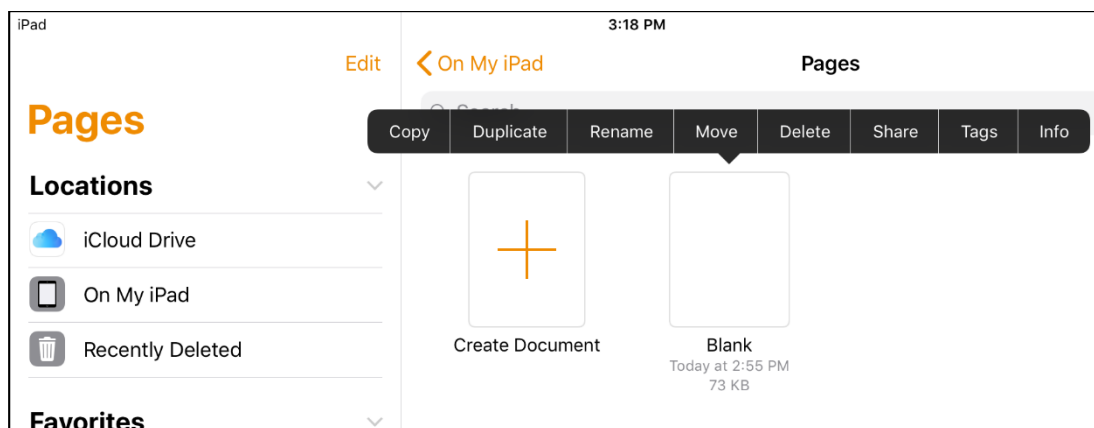
TIP: there are **two shift keys**. Depending on which letter you are typing you might prefer the right or left shift key.

1. Type **A Quick Brown Fox Jumps Over The Lazy Dog**
2. Press **Enter**

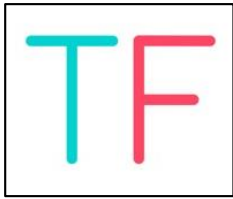
Exercise 8: Deleting a Document

To delete a document:

1. Tap on **Documents** (top left)
2. **Press and hold** on the document you want to delete
3. Tap once on the **Delete** option in the pop-up menu
4. **Note:** there are other useful options in this same menu



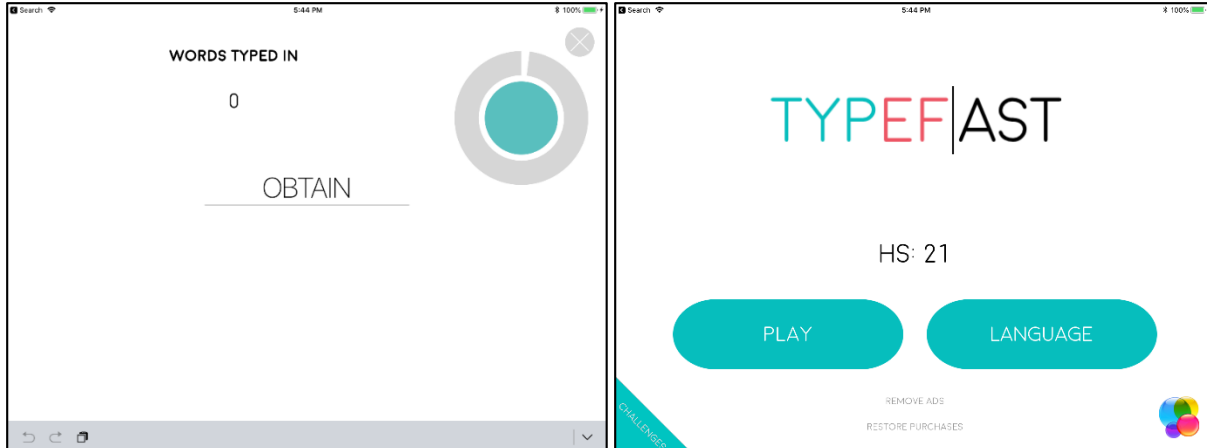
Exercise 9: Typing Practice



1. Does everyone remember how to check if your Wi-Fi is on and how to turn it off?

Go offline by using Airplane Mode and **turn off Wi-Fi** (to reduce ads)

2. Tap once on the **Type Fast** app to open
3. Tap on **Play**
4. **Type in the words** on the screen
5. Ignore the countdown, **focus on accuracy** not speed
6. Have fun!



Review Quiz

Question #1

To type a **capital W**, you need to

- a) Hold down the **Shift** key and the w key at the same time.
- b) Hold down the **Ctrl** key and the w key at the same time.
- c) Hold down the w key for 5 seconds.
- d) Press the **Shift** key then press the w key.

Question #2

The **Backspace** key is used to

- a) Close a window.
- b) Erase typing errors.
- c) Go to a website.
- d) Move the cursor to the bottom of the page.

Quiz Answer Key

- 1) **A** – Hold down the **Shift** key and the w key at the same time.
- 2) **B** – Erase typing errors.

Practice, Practice, Practice

Practice on the iPad using Chrome and visit these websites:

Typing Club

typingclub.com/sportal/catalog.html

typeonline.co.uk

typeonline.co.uk

Power Typing

powertyping.com

TIP: in North America we use a **QWERTY** keyboard

Avoid DVORAK keyboard lessons

Practice using a PC:

Below are excellent sites for practice on a PC. They do not work well on the iPad.

GCF Learn Free Typing Tutorial

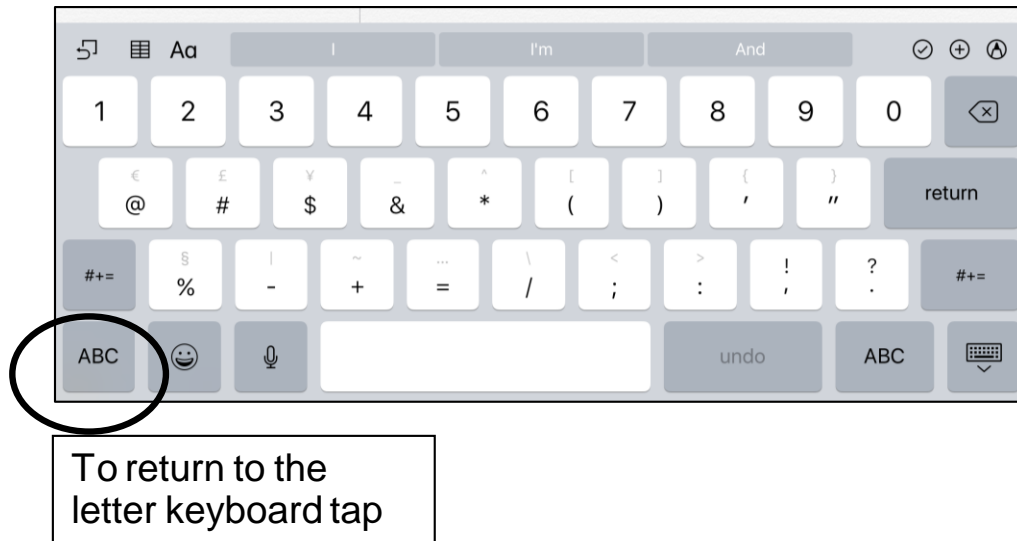
gcflearnfree.org/typing

Peter's Online Typing Course

typing-lessons.org

Optional Exercise: Symbols

When would you use special characters? Consider an email address such as news@cbc.ca or how about when you create a password.



1. Type **@ # \$ & ***

Tip: Use the spacebar to create a space between each symbol for this exercise!

2. Press **Enter**

Repeat twice.

3. Type **() ' "**

4. Press **Enter**

Repeat twice.

1. Type **@ # \$ & * () ' "**

Repeat twice.

OPTIONAL Exercise: Secure Passwords

Using a secure password - something unique that will be difficult, if not impossible, for others to guess - is the first step to keeping your information and identity safe online.

Some elements of a strong password include (but are not limited to):

- Minimum of 8 characters in length
- String of random words, but not a phrase
- A combination of upper- and lower-case letters, numbers, and symbols

Demo: Combining Keys for Safe Password

[How Secure is My Password](http://howsecureismypassword.net) <http://howsecureismypassword.net> is a website that estimates how long it *currently* takes a computer to crack a password.

Example	Time to crack
password	instantly
captainpugtree	51 years
Captainpugtree	837 thousand years
C@ptainpugtree	29 million years

Capitalizing a letter makes the password stronger. Adding a symbol to a password makes it even stronger!

In the example above, it will take 28,163,000 years longer to crack the password C@ptainpugtree just by adding the @ symbol in place of the letter a and capitalizing the C.