



higher education
& training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



Tshwane South
TVET College

"achieve the future"

SUBJECT: INTROD COMPUTER PRACTICE

LEVEL: N4

MODULE 2 : KEYBOARD SKILLS

MODULE 2: KEYBOARD SKILLS

After completing this topic, you will be able to:

- Be able to put fingers on the keyboard
- Mastering keyboard
- Know how to type

MODULE 2: KEYBOARD SKILLS

Content

- Standard windows QWERTY keyboard layout
- Keyboard skills
- Typing exercise

MODULE 2: KEYBOARD SKILLS

Keyboard skills are the set of skills required to operate a computer keyboard fluently, and include an understanding of the layout and general functionality of computer keyboards.

Standard windows QWERTY keyboard layout

The keyboard 's primary function is to act as an input device through which one normally communicates with the computer. The keyboard is called a QWERTY keyboard because these are the first six letters on the top alphabet row on the keyboard can be divided into sections.

MODULE 2: KEYBOARD SKILLS

Keyboard skills: touch – typing

Correct body posture

Chair height: make sure the chair is the correct height. The chair should be adjustable with proper lower back support. Also the distance from the back of the chair and the front of the seat should be appropriate.

Sit erect: your feet should be flat on the floor, with the knees and angle of about 90 degrees.

Poor posture is tiring and leads to typing errors.

Avoid eyestrain: eyestrain is very tiring and will result in an increased number of errors.

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Check your hands your finger should be on the home row keys and your hands should slant upwards at the same slant as the keyboard.

Make adjustment: check your distance from the keyboard. Adjust your chair when necessary to avoid a common problem.

The principles of touch-typing

- Do not look at your hands or the keyboard while typing.
- Memorise the location of the letters and the other keys on the QWERTY keyboard.
- Keep your finger on the home row key (**asdf** for the left hand and **jkl;** for the right) and the thumbs on the spacebar. Learn to do this without looking at the keyboard.
- Each finger has its own operation area, only one finger leaves its place to hit another key and should return to the home position immediately. The finger movement should always be as short and quick as possible.
- Typing should be rhythmical and without looking at the keyboard.

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- Keep your eyes on the text to be typed or on a keyboard image or on the document screen.
- This method of blind typing, unlike the visual method, helps to achieve higher speed, has fewer typing or spelling errors, and leaves the typist less tired.

Basic hand position and finger operation areas and getting started

The middle keyboard row is called the home row. A touch typist starts by placing all finger on the home row (asdf ;lkj), thumbs on the spacebar, and knows which finger to move and how much to move it for reaching any required key.

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Typing exercise

- put your fingers on the home row: **asdf** and **jkl**; without looking on the keys.
- Practise the following on the home row and repeat the line and the exercise to increase your speed and accuracy.

asdf jkl; asdf jkl; asdf jkl; asdf jkl; asdf jkl; asdf jkl; asdf jkl; asdf jkl; asdf jkl; asdf jkl;

- Now move the index finger to the right or left to type g and h; keep the other fingers on the position:

fgf fgf fgf jhj jhj jhj fgf fgf fgf jhj jhj jhj fgf fgf fgf jhj jhj jhj fgf fgf fgf jhj jhj jhj

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Very good for reducing hand bouncing and for helping you hold the hand position. don't look at the keyboard, your eyes should always look at the screen or text to be typed.

asdf ;lkj asdf ;lkj asdf ;lkj asdf ;lkj asdf ;lkj asdf ;lkj asdf ;lkj asdf ;lkj
asdf ;lkj asdf ;lkj asdf ;lkj asdf ;lkj asdf ;lkj asdf ;lkj asdf ;lkj asdf ;lkj
asdf ;lkj asdf ;lkj asdf ;lkj asdf ;lkj asdf ;lkj asdf ;lkj asdf ;lkj asdf ;lkj
asdf ;lkj asdf ;lkj asdf ;lkj asdf ;lkj asdf ;lkj asdf ;lkj asdf ;lkj asdf ;lkj

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The home position is a starting point to move fingers and hit keys. Return a finger to a home position every time it leaves its place to hit another key. To make upward reaches, extend fingers. Do not move your hand.

Aqa sws ded ;p; lol kik juyhj Aqa sws ded ;p; lol kik juyhj Aqa sws ded ;p; lol kik juyhj Aqa sws
ded ;p; lol kik juyhj Aqa sws ded ;p; lol kik juyhj Aqa sws ded ;p; lol kik juyhj Aqa sws ded ;p; lol
kik juyhj Aqa sws ded ;p; lol kik juyhj Aqa sws ded ;p; lol kik juyhj Aqa sws ded ;p; lol kik juyhj
Aqa sws ded ;p; lol kik juyhj Aqa sws ded ;p; lol kik juyhj Aqa sws ded ;p; lol kik juyhj Aqa sws
ded ;p; lol kik juyhj

MODULE 2: KEYBOARD SKILLS

In this exercise you must use all three rows. Do not look at the keyboard, your eyes should always look at the text or at the screen.

Asdfg ;lkjhj Asdfg ;lkjhj Asdfg ;lkjhj Asdfg ;lkjhj Asdfg ;lkjhj Asdfg ;lkjhj Asdfg ;lkjhj
aqa sws ded frtgf ;p; lol kik juyhj aqa sws ded frtgf ;p; lol kik juyhj aqa sws ded frtgf ;p; lol kik juyhj
aza sxs ded ;l; l.l k,k jmnhj aza sxs ded ;l; l.l k,k jmnhj aza sxs ded ;l; l.l k,k jmnhj aza sxs ded ;l; l.l k,k
Aqaza swsxs deded frtgffvbgf ;p;l; lol.l kik.k juyhjmnhj