Welcome to *Teach Yourself*: Basic Keyboarding

This *Teach Yourself* tutorial explains how to use a computer keyboard. By practicing the tips provided here you can increase your typing speed, minimize mistakes and avoid discomfort and injury. It also explains the Mavis Beacon keyboarding software and websites on which you can practice your keyboarding skills.

Basic Keyboarding

Proper Body Position

1. Sit directly in front of the keyboard.
2. Place both feet on the floor.
3. Sit back in your chair with your spine straight and lean forward slightly from the waist.
4. Allow your elbows to hang naturally and rest at your sides.
5. Hold your forearms parallel to the slope of the keyboard.
6. Keep your wrists low over the keyboard.
7. Let your fingers rest lightly on the keyboard. Your fingers should be curved and upright (not leaning towards your pinky fingers). The tips should be resting on the "home keys."
8. Keep your eyes on what you are transcribing, not on your keyboard or fingers.

Strike Keys Correctly

1. Rest fingertips lightly on the home keys.
2. Keep your fingers curved and upright.
3. Strike the key with a quick, snappy stroke.
4. Return your fingertips to the home keys.

Home Row

The home row represents the keys on which your fingers will initially be placed and the row to which they will always return.
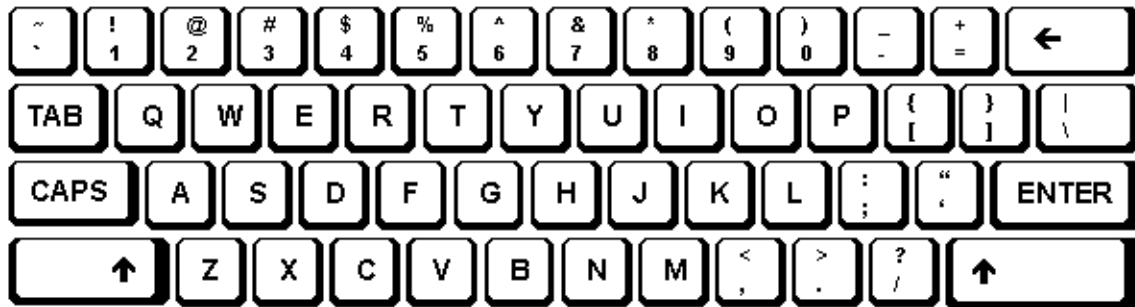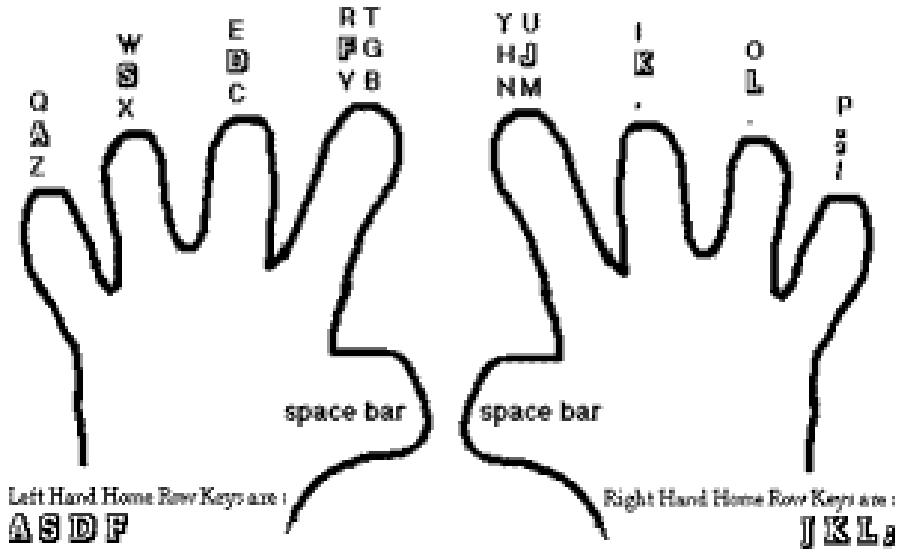
Left Hand Home Keys   Right Hand Home Keys
A S D F   **J K L ;**

Finger Chart: Which fingers type which keys?

Typing Spaces

To type a space, press the long key at the bottom of your keyboard. It is called your **Space Bar**. You can use either thumb to press the space bar. The space bar types one character space every time you press it.

Removing Text & Spaces

There are two keys that can be used to remove text.

1. Pressing the **Backspace** key will remove text before the cursor. Backspace deletes going backwards.
2. Pressing the **Delete** key will remove text after the cursor. Delete deletes going forwards.

Skipping Down Lines

As you type, you may fill a line with text. Once the line is full, the computer will automatically wrap your text down to the next line. But if you want to start a new paragraph or skip a line, press the **Enter** key on the right hand side of your keyboard. The cursor will move down a line and what you type will appear in the new line.

If you need to remove a skipped line, click before the skipped space and press the **Delete** key or click after the skipped space and press the **Backspace** key.

Capitalizing Letters

There are two methods of typing capital letters while typing.
1. Press and release the **Caps Lock** key on the left side of your keyboard. Now every letter you type will be capitalized. To stop using the Caps Lock option, press and release the **Caps Lock** key again.
2. Hold down a **Shift** key on your keyboard with one hand and press a letter key with the other hand. The letter you typed will be capitalized. Release the Shift key when you are finished typing what you want capitalized. A **Shift** key is located on both the left and the right hand side of the keyboard.

Typing Alternate Symbols

Many of the symbol and number keys have an alternate symbol. The alternate symbol is located above the number or above the default symbol. To type alternate symbols, hold down a **Shift** key on your keyboard with one hand and press the symbol key with the other hand. To stop typing the alternate symbols, release the **Shift** key.

"Tabbing"

The Tab key may be pressed, if you want to skip a larger amount of space, such as when you are indenting the first line of a paragraph. When filling in forms online or entering information into spreadsheets and databases, pressing the Tab key frequently advances you from one field to the next.

Shortcuts

The Windows operating system and different computer programs allow you to issue some complex commands by pressing combinations of keys on your keyboard. The most commonly used commands are as follows:

Command	Shortcut
Copy	Ctrl + C
Cut	Ctrl + X
Paste	Ctrl + V
Print	Ctrl + P
Undo	Ctrl + Z
Open	Ctrl + O
Select All	Ctrl + A

(Do NOT type the + sign, hold down the **Ctrl** key with one hand and press the letter key of the command you want to use with the other hand.)

Don't Forget to TAKE FREQUENT BREAKS. Every 15 minutes or so, be sure to stretch your fingers, hands, arms, back, and legs. Beginning typists frequently become too tense and stretching helps you to relax your muscles. Also, repetitive motions can sometimes be harmful to your body. Stretching and variety in motion can help prevent repetitive stress injuries.
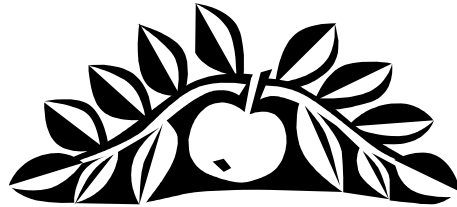
Now let us explore the Mavis Beacon Teaches Typing program, which will teach you the correct fingering and give you plenty of practice drills and games to help cement the connection between letters and finger movements. With plenty of practice, you will learn to type quickly and accurately.

Following the instructions on the Mavis Beacon Teaches Typing cheat sheet, let us do the following:

1. **Create a new student profile**

2. **Explore the virtual classroom**

3. **Begin taking typing lessons**

4. **Learn to repeat a lesson and take a custom lesson**

5. **Begin playing typing games**

6. **Learn to save a student profile to a disk**

7. **Learn to retrieve a student profile from a disk**

Pictures and information are from the following websites

1. Elementary Keyboarding Guide

   http://www.sasked.gov.sk.ca/docs/elemkey/index.html

2. Introduction to Keyboarding

   http://www.moneyinstructor.com/lesson/keyboardingintro.asp

3. Touch Typing

   http://www.senselang.com/