

UNIT 1

KEYBOARDING SKILLS

ESSENTIAL OUTCOMES

- I am able to demonstrate correct keyboarding technique.
- I am able to key letters, numbers, and symbols with the correct fingers and I will look at the monitor as I'm keying.
- I am able to use the numeric keypad with the correct fingers and I will look at the monitor as I'm keying.
- I am able to define and calculate GWAM (WPM)
- I am able to explain why good keyboarding technique is important.

ESSENTIAL VOCABULARY

TERM	DEFINITION & EXAMPLES
Ergonomics	<p>The study of how a person's work environment and tools affect the person.</p> <p><i>Mouse - because it is shaped to fit your hand</i> <i>Chair, Monitor, Keyboard - because they are adjustable to make you more comfortable</i></p>
Posture	<p>The way a typist:</p> <ul style="list-style-type: none"> - sits while at the computer - the way the typist's arms, wrists, fingers, legs, and feet are placed <ul style="list-style-type: none"> - <i>Sit up straight</i> - <i>Feet flat on the floor</i> - <i>Body centered in front of the computer</i> - <i>Elbows naturally by your side (no chicken wing arms)</i> - <i>Fingers curved (zombie hands)</i> - <i>Wrists low, but not touching the keyboard or table</i>

Technique	<p>The form and keying style that a typist uses when operating the keyboard</p> <ul style="list-style-type: none"> - <i>where the typist positions his/her fingers on the keyboard (fingers on homerow keys)</i> - <i>the way the workstation is arranged (copy on the right side of the computer)</i> - <i>eyes on the monitor/copy not on the keys</i>
Workstation	The arrangement of the monitor, keyboard, mouse, copy, and other materials on the desk
Touch Typing	Typing without looking at the keys
QWERTY	<p>A standard keyboard</p> <p>Named for the first 6 letters on the keyboard</p>
Home Row Keys	<p>The row of keys on which your fingers begin and rest when not typing</p> <p><i>Left Hand: ASDF</i></p> <p><i>Right Hand: JKL;</i></p>
Enter Key	Moves the cursor to the next line
Space Bar	Inserts spaces between characters
GWAM or WPM	The number of words a typist keys in a minute
Character	Any typed letter, number, symbol, or space
Emoticons	<p>Characters that are combined to form pictures when communicating on the Internet; emoticons are commonly used to represent expressions or feelings.</p> <p><i>:)</i></p>
Numeric Keypad	<p>The keys on the right side of the keyboard, used to enter numbers and perform calculations; the arrangement of keys is similar to that of a calculator.</p> <p>Keypads are not usually present on laptops, but you can attach an external keypad.</p>
Num Lock	The key that must be activated in order to use the numeric keypad. It is a toggle key...when on, it has keypad working and when off, it has directional and command functions.