**UNIT 1**

**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**

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| **TERM** | **DEFINITION & EXAMPLES** |
| **Ergonomics** | The study of how a person’s work environment and tools affect the person.  *Mouse - because it is shaped to fit your hand*  *Chair, Monitor, Keyboard - because they are adjustable to make you more comfortable* |
| **Posture** | The way a typist:  - sits while at the computer  - the way the typist’s arms, wrists, fingers, legs, and feet are placed  *- Sit up straight*  *- Feet flat on the floor*  *- Body centered in front of the computer*  *- Elbows naturally by your side (no chicken wing arms)*  *- Fingers curved (zombie hands)*  *- Wrists low, but not touching the keyboard or table* |
| **Technique** | The form and keying style that a typist uses when operating the keyboard  *- where the typist positions his/her fingers on the keyboard (fingers on homerow keys)*  *- the way the workstation is arranged (copy on the right side of the computer)*  *- eyes on the monitor/copy not on the keys* |
| **Workstation** | The arrangement of the monitor, keyboard, mouse, copy, and other materials on the desk |
| **Touch Typing** | Typing without looking at the keys |
| **QWERTY** | A standard keyboard  Named for the first 6 letters on the keyboard |
| **Home Row Keys** | The row of keys on which your fingers begin and rest when not typing  *Left Hand: ASDF*  *Right Hand: JKL;* |
| **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** | Characters that are combined to form pictures when communicating on the Internet; emoticons are commonly used to represent expressions or feelings.  :-) |
| **Numeric Keypad** | 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.  Keypads are not usually present on laptops, but you can attach an external keypad. |
| **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. |