THE KEYBOARD

Lesson Objectives

At the end of this lesson, you should be able to:

1. Identify the major keys or party of a QWERTY keyboard.
2. Enter textual data in a word document using the QWERTY keyboard.
3. Use the appropriate formula to calculate your own typing speed or GROSS WORD PER MINUTE (GWPM).
4. Identify the home keys
5. Demonstrate correct posture at the computer at all times when typing.
6. Investigate the purpose of various keyboard keys after carrying out the various tasks.
7. Edit an existing document using keyboard shortcut keys combination.
8. Take proper care of the computer keyboard after discussing ways to care for a computer keyboard
9. Practice typing letters on the home keys.

Into the Lesson

PARTS OF A KEYBOARD

Typical Desktop Computer Keyboard
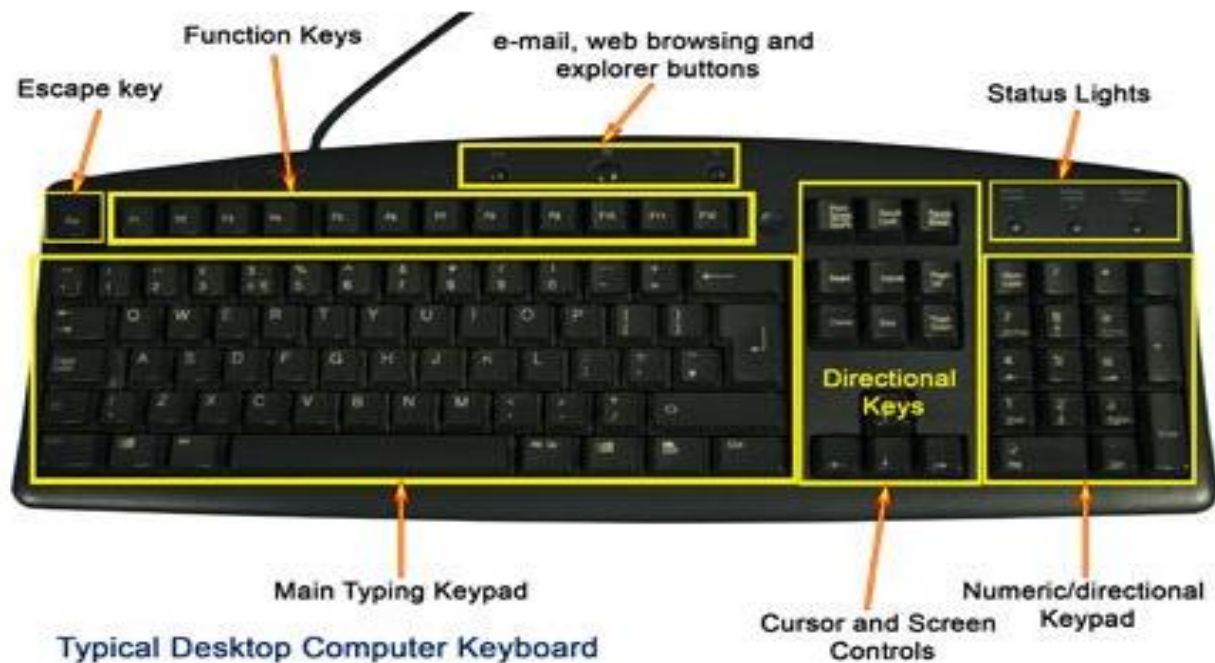
A keyboard is an input device that allows the user to enter textual data and commands into the computer. It is the most common input device. Commonly, a keyboard layout type which is called **QWERTY** (takes its name from the first six letters of the typing keys) is used widely for English language keyboard.

Parts of a Keyboard

1. Function keys

The functions keys are located at the top of a keyboard and grouped into four. There are 12 functions keys starting from F1 through F12. These keys are used for special purposes and most programmers use these keys to do a specific task.

For example, if you are writing text with Microsoft Word and wanted to read Help, you can press F1 to display the Help. F5 key will display Find and Replace dialogue box. F12 key will display Save As dialogue box.

2. Numeric keypad

Numeric keypad is the other part of computer keyboard. Usually, it is located at the right side of a keyboard. It is arranged like a standard calculator used to enter numerical data. It can also be used as directional keys. Pressing the Num Lock key above the numeric keypad will tell whether the keys are on numeric or directional mode. If it is on, it is on numeric mode and can enter numbers. If it is off, it is on directional mode and only used for moving a cursor on screen UP, Down, Left or Right.

3. Cursor Control Keys

These are keys found between the typing keypad and the numeric keypad. It has two groups of keys, arranged top and bottom.

The top keys holds **Insert, Home, Page Up, Page Down, Delete**, and **End**keys.

Insert key switches between insert and overtype modes. Home key brings you back at the beginning of a page. Page Up and Page Down keys help you to move one page or screen up or down. Delete key erases a text or page. The End key takes you at the end of a page.

The bottom keys are independent directional keys, which let you to move the cursor Left, Right, Up and Down. Status lights, Escape key, Print Screen/SysRq, Scroll Lock, Pause/Break are user for frequent functions.

For example, if you press the Caps Lock on the typing keypad, the Caps Lock Status light tells you that is on and can type Capital letters. You press Print Screen key if you want to save the current Window as an image.
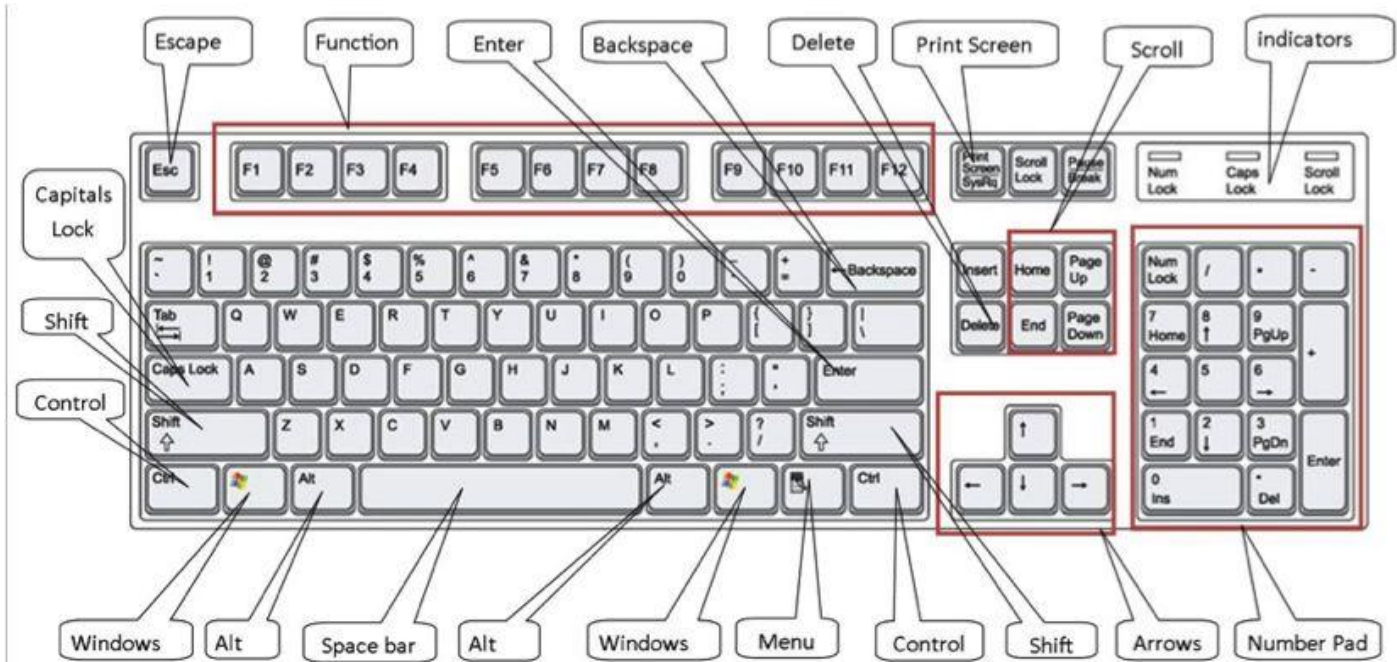
Formula to calculate your typing speed

Regular speed drills should be given to ensure that student gains a speed of 35 words per minute (wpm) at the end of the three year period.

Gross WPM is really the typing speed that you typed in one minute its getting by total key Stroke (Key depression) divided by 5 (One word = 5 character) and then divided by total minute to get word per minute speed.
If you type 200 character in 1 minute then your typing speed will be = 200/5 = 40 WPM
But GWPM is not your actual speed, actual speed is calculating by correct word you typed known as 'Net WPM'.

Formula for calculating Typing Speed

Gross WPM

$$\text{Gross WPM} = \frac{\left(\frac{\text{All Typed Entries}}{5}\right)}{\text{Time (min)}}$$

www.IndiaTyping.com