



DIGITAL SKILLS FOR PEOPLE LIVING IN THE 3RD AGE  
Effective Digital Access to Public Services



# **DIGITAL ACCESS PROJECT**

## **LEARNING MODULE**

### **Intermediate Typing Skills**

### **M110**

**Prepared by: Municipality of Karditsa**

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**LEARNING HOURS: [ALL UNITS LEARNING HOURS]**

**WORKLOAD: [ALL UNITS LEARNING HOURS + OVERALL TIME FOR THE EXERCISES]**

## SUMMARY

This module is designed to provide the user with valuable information regarding the keyboard layout, on how to use the most common general keyboard shortcuts and enable them to develop their typing skills up to an average level.

## KEYWORDS

Keyboard, keyboard keys, typing skills, shortcuts, touch typing, practice typing

## MODULE OBJECTIVES

Actions / Achievements		
Reintroduce the user to the computer keyboard, provide information, tools and methods on how to type more efficiently.		
Knowledge	Skills	Competencies
General keyboard	Meet again the keyboard device  Understand the use of all general keyboard keys  Know correct typing	Familiarize with the major general keyboard keys and be able to develop typing speed and efficiency.
Shortcuts	Learn the major keyboard shortcuts	Ability to use the most useful and smart general keyboard shortcuts
Touch typing	Learn touch typing	Ability to type on the keyboard in average speed without needing to look frequently on the keys

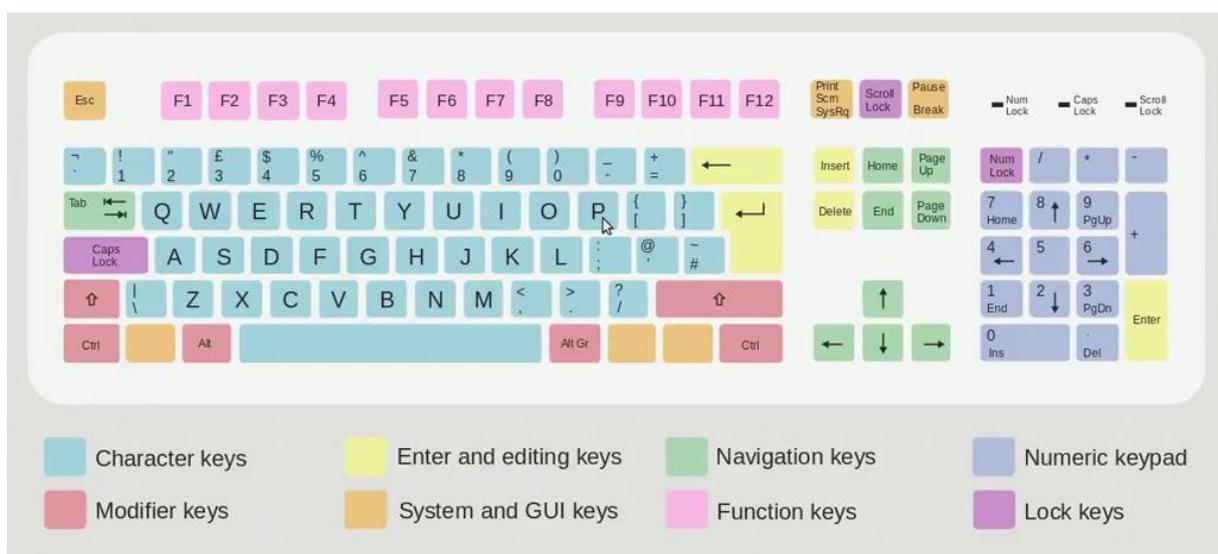
## UNIT 1: General keyboard

### Outcome

Overview of the general keyboard layout, understand the use of all general keyboard keys and become able to type correctly and with acceptable speed.

### Meeting the keyboard again

The keyboard is one of the most often used computer peripherals, second only to perhaps the mouse. We have all seen or used already a computer keyboard, but keyboards are not all the same. Different layout (QWERTY, Dvorak), language, operating system (Win, Mac), kind of use (general PC, laptop, multimedia, gaming). On this learning module, we will focus on the QWERTY general keyboard layout and deepen on the each different part and key use as well.



### Character keys

These keys are the same types of keys found on an old typewriter: A-Z letters, 0-9 numbers, and punctuation symbols. Called “Typewriter” or “Alphanumeric” keys as well.

### Arrow/Cursor-control keys

These four keys move the text cursor in the direction of their arrows. Above them are more cursor-control keys — the six-pack of Insert, Delete, Home, End, Page Up, and Page Down.

### Numeric keypad

The numeric keypad contains calculator-like keys. The Num Lock key toggles the numeric keypad on and off. When off, the keys perform other functions (i.e., directional arrows) instead of typing numbers.

### Function keys

These keys are positioned on the top row of the keyboard. They're labeled F1, F2, F3, up to F11 and F12.

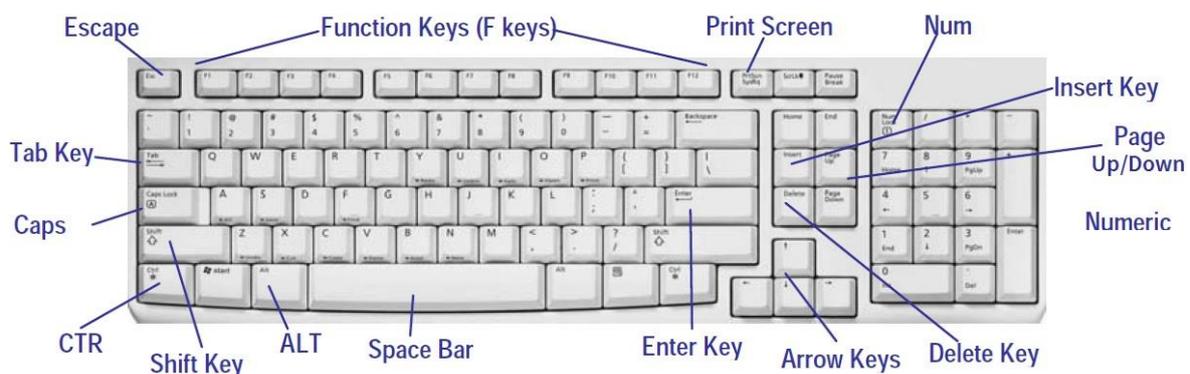
### Special Keys

There are many other keys on the keyboard which can come in handy. Some of these keys are made almost obsolete with the invention of the mouse, but in many ways it is quicker and easier to use the keyboard.

- **Shift.** The 'shift' key is for capitalizing letters, or using the secondary character of a key. Hold down Shift key and press one of the number keys (on the top row of keyboard) to get a punctuation symbol (!, @, #, \$, for instance). It is also used with the arrow keys to highlight text
- **Caps Lock.** This key is used if you want to type in all capital letters. Use 'shift' to make a letter lowercase. Using the caps lock is not the same as holding the shift key down, it only affects letters
- **Tab.** The 'tab' key indents your paragraph. Many word processing programs allow you to adjust the indent. Tab is also very useful when filling out forms on the internet. Press it to move your cursor to the next item on the form instead of using your mouse
- **Esc Key.** It means Escape which is used to exit (or escape) from programs and tasks and send special codes to different devices
- **Backspace.** Erases the character to the left of the cursor
- **Delete.** Erases the character to the right of the cursor
- **Enter Key.** On your keyboard, the Enter key might be marked as a "Return" key or with only a large arrow. It's used to go down to a new line when typing text. It also can be pressed any time a button or choice is highlighted (within a software program or on the Internet) to tell the computer you select that particular item
- **Ctrl (Control).** The Control key is used in conjunction with another key to initiate a certain action. In most programs, holding down the CTRL key while pressing the S key will save a file, CTRL+P will print a file, etc.
- **Alt.** Used in many computer commands. ALT Key is most times used in combination with other keys to do something. For instance, ALT+F usually opens the File menu.
- **Prt Scr (Print Screen).** This will not actually print anything. This key is for taking a screenshot - a picture of your entire screen, not just the program your are using. When you need a screenshot:

- Make sure that you can see all of the information that you want to save
  - Press the print screen key
  - Open an imaging program like PhotoShop or Paint
  - Press Control + V to paste the screenshot
- **Insert.** Allows you to type over existing words. This is useful in special situations, but not used very often

Learning these keys will also help you increase efficiency at your computer. There are also other uses for some keys depending on which programs that you use. For example, on most spreadsheets 'tab' will act as a right arrow key.



### Keying correctly

Sending emails, paying bills online, taking notes, doing some research are everyday things nowadays. The ability to type and use efficiently a computer keyboard and mouse are essential if you want to be able to communicate well in the world today. Training takes effort and time. If you already use a keyboard, you might have to re-teach your body to use correct techniques. You might ask yourself “Why make the effort? I’m already keying fast enough.”

Just imagine you will probably be using a computer for the rest of your life. If you don’t learn now, you will probably need to learn later. There’s really no escaping it. Besides, if you learn to key correctly, you will:

- Increase your speed
- Increase your efficiency, making fewer errors
- Increase your effectiveness because you can see your work and screen while your hands are free to work
- Stay healthy, avoid injury, and remain productive over your lifetime

### Are you using the correct keying posture?

Adjusting your workstation is important, but you also need to maintain the correct keying posture. Following are some guidelines for keying correctly:

- Center your body on the J key, about a hand's length from the keyboard and directly in front of the monitor
- Hold your head straight over your shoulders, without straining forward or backward
- Position the monitor at eye level, about arm's length away, so you look down about 10 degrees
- Elongate and relax your neck
- Keep your shoulders down
- Tilt your keyboard slightly down toward the monitor. This helps you keep your wrists neutral and your fingers relaxed and curled
- Adjust your chair and keyboard so your elbows bend at right angles
- Keep your arms close to your sides, but free to move slightly
- Keep your wrists relaxed and straight in a "neutral" position
- Keep your back upright or tilted slightly forward from the hips. Keep the slight natural curve of your lower back. Use a cushion or adjust the chair to support your lower back
- Keep your knees slightly lower than your hips
- Adjust your chair so your feet are well supported. Use a footrest, if needed

### Keyboarding tips

Following, are certain points to remember for successful keyboarding techniques:

- Press the keys with feather touch and do not put undue pressure
- While typing, rest your fingers on home row
- Let your fingers naturally fall on the keys so that each rests on top of the next key along the same horizontal row
- While typing, release the key immediately as soon as you depress it. If a particular key is not released immediately and held down for long, the key will repeatedly type the same character
- While learning the keyboard, do not look at the keyboard
- Try to maintain rhythm while typing. It means pressing the keys with equal intervals of time
- Press the keys only with the fingers allotted for them
- While depressing a key, speak the requisite alphabet or number whatever may be the case in your mind quietly
- Relax and avoid any type of mental stress while typing
- Secure typing ergonomics

- At initial stages, mistakes are bound to happen. So, maintain patience
- Be consistent with your practice
- Speed and accuracy, both are equally important. You should not sacrifice accuracy for speed
- To gain mastery of computer keyboard, undertake repeated practice of typewriting words, sentences, passages and figures without looking at the keyboard



## UNIT 2: Shortcuts

### Outcome

Learn the major keyboard shortcuts in order to use computer programs easier, quicker and smarter.

### Shortcuts

Keyboard shortcuts are a common aspect of most modern operating systems and associated software applications. Their use is pervasive enough that some users consider them an important element of their routine interactions with a computer, whether used as a matter of personal preference or adaptive technology.

#### Text Editing shortcuts

CTRL F	Show the find and replace dialog
CTRL K	Toggle comments for the current or selected lines of code
TAB	Indent the current or selected lines by four spaces
SHIFT TAB	Unindent the current or selected lines by four spaces
CTRL Z	Undo (keep pressing to keep undoing)
CTRL Y	Redo (keep pressing to keep redoing)
CTRL A	Select all
CTRL X	Cut selected text into the clipboard
CTRL C	Copy selected text into the clipboard
CTRL V	Paste text from the clipboard
CTRL ENTER	Insert a page break
CTRL F2	Select Print Preview command
CTRL F4	Closes the active window
CTRL F6	Opens the next window if multiple are open

UP, DOWN, LEFT, RIGHT (arrows)	Move the cursor one character in the specified direction
CTRL LEFT / CTRL RIGHT	Move the cursor one word in the specified direction
SHIFT UP / SHIFT DOWN / SHIFT LEFT / SHIFT RIGHT	Select text in the specified direction
CTRL SHIFT LEFT / CTRL SHIFT RIGHT	Select text one word in the specified direction
F1	Get help on a selected command or use the Office assistant
F2	Move text or image
F3	Insert an autotext entry
F4	Perform last action again
F5	Displays the Go To dialogue box
F6	Go to the next frame or pane
F7	Launch the Spell Checker
F8	Extend the current selection
F9	Refresh
F10	Show KeyTips
SHIFT F10	Display a Shortcut Menu (same as right-clicking)
F11	Go to the next field
F12	Open Save As, equivalent to tools menu

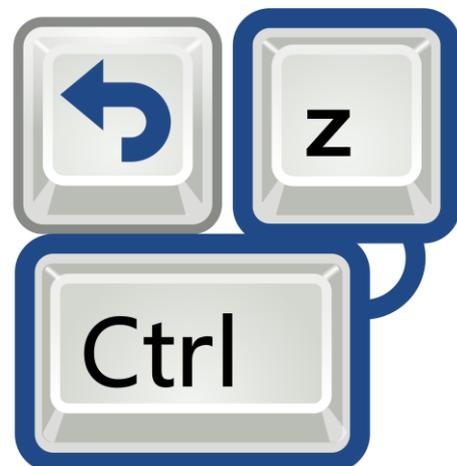
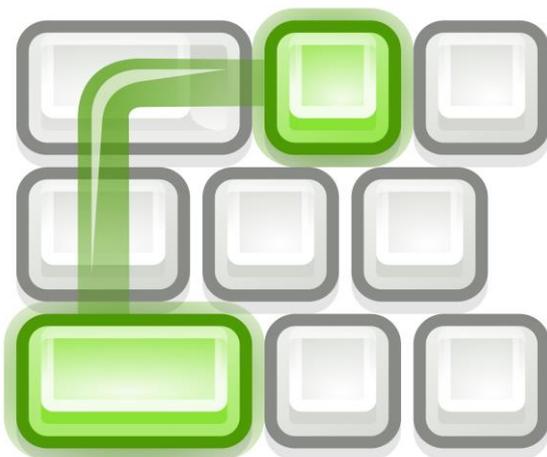
#### Common shortcuts

CTRL SHIFT M	Change mode (the same as clicking "Modes")
CTRL N	Create a new empty tab (the same as clicking "New")
CTRL O	Open a new file (the same as clicking "Open")

CTRL S	Save a file (the same as clicking "Save")
CTRL +	Zoom in (the same as clicking "Zoom In")
CTRL -	Zoom out (the same as clicking "Zoom Out")
F1	Toggle themes (the same as clicking "Theme")
F2	Check code (the same as clicking "Check")
CTRL H	Display help (the same as clicking "Help")
CTRL Q	Quit (the same as clicking "Quit")
CTRL ALT DEL	Activates "Task Manager". Press Ctrl+Alt+Del simultaneously when you want to get out of computer as the application on which you are working is held up or muddled up

### Did you know?

- Hit ALT + Click on any Google image to have it automatically saved on your computer
- Save your PowerPoint presentations as "PowerPoint Show" (.ppsx) and it will open directly to the slideshow
- When you copy something from the internet, use CTRL SHIFT V to paste it. This will prevent text from formatting
- Highlight a selection in Word and hit SHIFT F3 to make it all caps or all lowercase
- Accidentally closed a Word file without saving? No autosave either? Search ".asd" into the file explorer under "my/This pc". The document will be there!



## UNIT 3: Touch typing

### Outcome

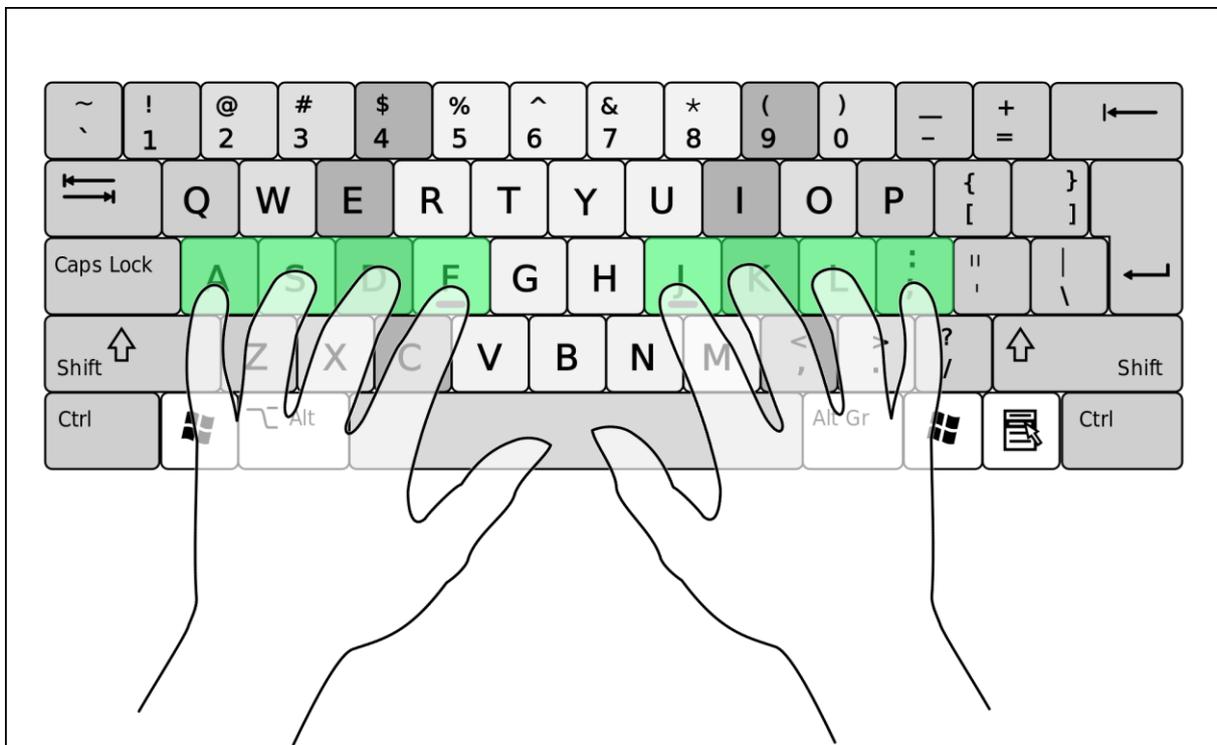
Ability to type on the keyboard in average speed without needing to look frequently on the keyboard keys.

### Learning about the touch typing method

#### What is touch typing?

Touch typing, is the method of typing without the looking to identify the keyboard keys, which means that the typist operates the keys without needing to look at the keyboard, knowing by heart the keys being allocated to each finger and the space bar to the thumb.

When you can type accurately without looking at the keyboard, and you use the correct finger for each key, your typing speed will increase dramatically. If you want to increase your productivity and save time, touch typing is one of the most effective ways to do this. With some patience and practice, anyone can learn to type correctly.



#### Practicing touch typing

According to the method, a typist should never look at the keyboard and without hitting any wrong keys. To learn to do that, finger position is very important. When you type you must

use specific fingers for the same keys all the time. If you don't do that, you will soon lose your orientation and make mistakes. When you have found the two home keys, 'F' and 'J', you should strive to type without looking at the keyboard. Don't get frustrated if you do mistakes in the beginning, everyone does. After exercising for some time, you will know by heart where the keys are and your touch typing will go much more smooth. This is a habit that can only be mastered by practice and.. practice.

- One of the initial techniques to have a fast and accurate typing speed is the position of your fingers. Your index fingers should be on the correct keys, feeling a bump on your fingers i.e., left index on 'F' so you have keys A-S-D-F on your left hand and right index on 'J' so you have J-K-L, called as "home keys".
- At the initial stage, it is important to type without looking at the keyboard and with all your ten fingers. The mistake is a part of the exercise, practice makes a man perfect and the training at the end of the day will yield results. Keeping a check on your own mistakes will further help you to correct the same by resetting and redoing it.
- When it comes to touch typing, the sitting posture plays a significant role in your performance. The wrong sitting posture can lead to pain and strain your neck and shoulder.
- Typing doesn't only help you to type faster but also improves your reading skills.
- A regular touch typist will be much better and faster than an occasional typist.

There are quite some nice free typing courses out there, where you can practice touch typing, only by spend some time actively on your computer.

## EXERCISES

### Case Study: Practice Touch typing

Regardless of your own way and level of typing, let yourself become a total beginner again and start practicing the touch typing method using an online free training tool (e.g. [www.typingclub.com](http://www.typingclub.com)).



## FURTHER READING AND RESOURCES

### ***Table of keyboard shortcuts***

[https://en.wikipedia.org/wiki/Table\\_of\\_keyboard\\_shortcuts](https://en.wikipedia.org/wiki/Table_of_keyboard_shortcuts)

### ***Typing speed, spelling accuracy, and the use of word-prediction***

[http://www.scielo.org.za/scielo.php?script=sci\\_arttext&pid=S0256-01002008000100008](http://www.scielo.org.za/scielo.php?script=sci_arttext&pid=S0256-01002008000100008)

### ***Texas School for the Blind and Visually Impaired***

<https://www.tsbvi.edu/typing-tutor-software-free-download>

### ***Dvorak keyboard***

[https://simple.wikipedia.org/wiki/Dvorak\\_keyboard](https://simple.wikipedia.org/wiki/Dvorak_keyboard)

### ***Free typing tutors***

<https://www.gnu.org/software/gtypist>

### ***Touch typing method (GR)***

[https://el.wikipedia.org/wiki/Τυφλό\\_σύστημα\\_δακτυλογράφησης](https://el.wikipedia.org/wiki/Τυφλό_σύστημα_δακτυλογράφησης)

### ***Special Characters - Keyboard Shortcuts - Tips & Tricks - Youtube video***

<https://www.youtube.com/watch?v=kpkc65j-CLw>

### ***Windows Logo Key Shortcuts Combinations PC Tips & Tricks - Youtube video***

<https://www.youtube.com/watch?v=KdxPx1bwLOA>

### ***Keyboard Shortcuts in Windows - Youtube video***

<https://www.youtube.com/watch?v=EmJpiR9ZpPU>

### ***Computer shortcuts on Mac - Youtube video***

[https://www.youtube.com/watch?v=q0aMS\\_xKORO](https://www.youtube.com/watch?v=q0aMS_xKORO)

### ***Learn to Touch Type, with Typing Games - Free Typing Tutor Software***

<https://www.nchsoftware.com/typingtutor/index.html>

### ***Free typing lessons - exercises***

<http://www.easytype.org>

## BIBLIOGRAPHY

### ***Keyboard - Wikipedia***

[https://simple.wikipedia.org/wiki/Keyboard\\_\(computer\)](https://simple.wikipedia.org/wiki/Keyboard_(computer))

### ***Computer keyboards and layouts***

<https://commons.wikimedia.org/wiki/Keyboard>

### ***Keyboard shortcuts***

<https://codewith.mu/en/tutorials/1.0/shortcuts>

### ***The keyboard (GR)***

<https://el.wikipedia.org/wiki/Πληκτρολόγιο>

### ***Top 10 Typing Techniques to Learn With Easy Type***

<https://medium.com/@sofiaspen/top-10-typing-techniques-to-learn-with-easy-type-ffde2a19e95>

### ***Learn touch typing***

<https://official-typing-test.com/learn/intermediate.html>

### ***Practice Touch typing - free exercise***

<https://www.typingclub.com/sportal/program-3/117.play>

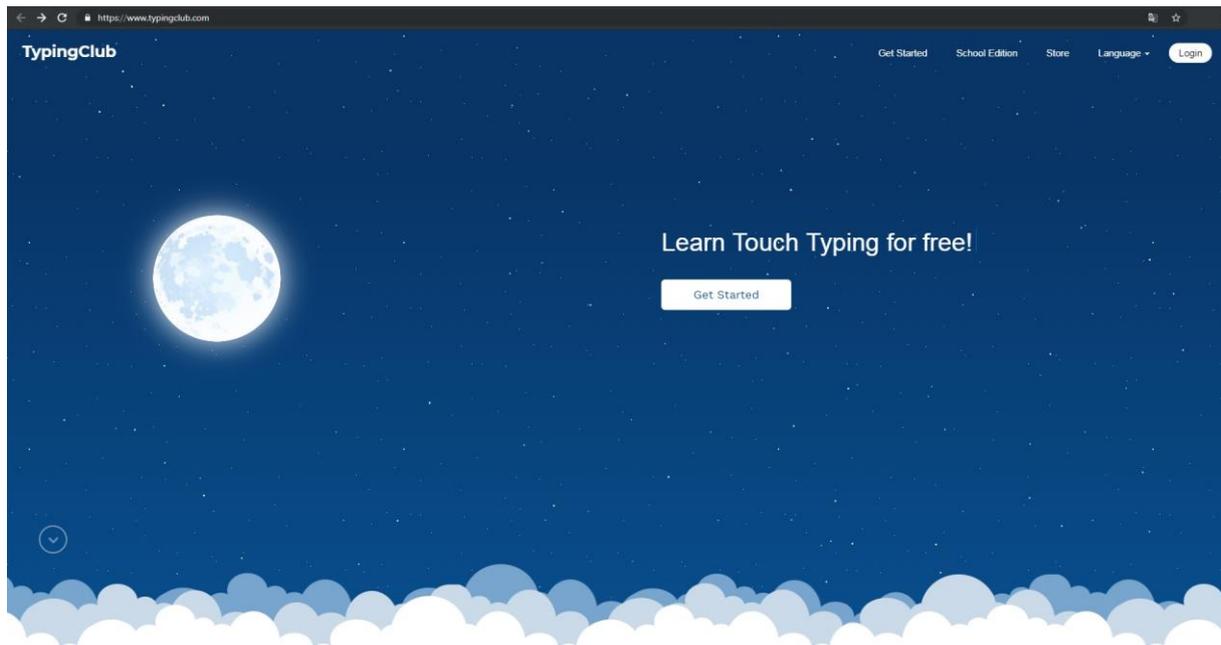
### ***Basic computer skills/keyboarding***

<https://www.stepp-program.org/family-modules/technology/basic-computer-skills-keyboarding>

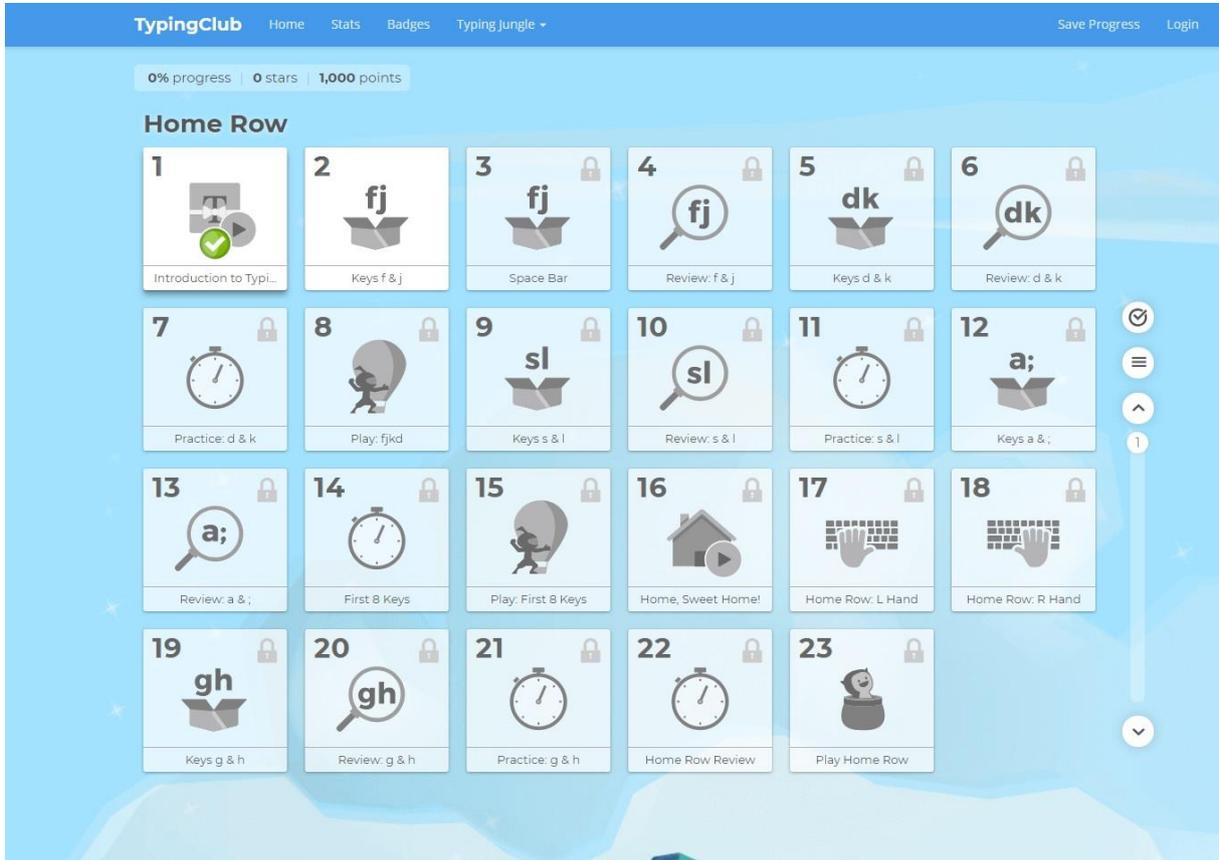
## SOLUTION OF EXERCISES

### **Solution of Case Study 1 – Practice Touch typing**

On your web browser, enter the typing course and get started. In this exercise we use [www.typingclub.com](https://www.typingclub.com). You can find several other online free typing courses as well (easytype.org etc.)



You may already know how to type, but put yourself in the beginner level and start from lesson 1.



Learning how to type well, is not a matter of pride but comes out of continuous and progressive development.