The Keyboard and Its Parts

Grade 1
Lesson 4

The Keyboard is used to type letters “abc”, numbers “123”, and symbols “?!#”.

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Parts of the KEYBOARD

• 1. Typing (alphanumeric) keys. These keys include the same letter, number, punctuation, and symbol keys found on a traditional typewriter.

A) Letter Key – include letter’s, number’s symbol’s and special key

B) Numeric Key – numbers from 0 to 9 and symbols like +, -, ?, And * belong to this part of the keyboard

• Function Key (Top Row) – these key’s are called function keys because they perform special functions

• Cursor Key or Arrow Keys (Navigation Key) – these key’s include left (←), right (→), up (↑), down (↓) directions.
• **Control Keys** - these keys are used alone or in combination with other keys to perform certain actions. The most frequently used control keys are CTRL, ALT, the Windows logo key, and ESC.

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**Function of the Other Keys**

• **CAPS LOCK Key** - when you press this key, all the letters that you type will be in capital letters

• **SHIFT Key** – this key is used to capitalize a letter you want to change. To do this press the letter you want while holding down the shift key.
• **Escape Key** – This key is used to exit programs quickly.

• **Enter Key** – Pressing this key allows the computer to do the command you had given.

• **Backspace Key** – This key will erase any characters on the left side of the cursor.

• **CTRL and ALT Keys** - these key are called combination keys because they only work together with other Key.

• **Status Lights** – these are the lights found on the upper right part of the keyboard. Each light has a name from a particular key. If the lights are on, it means the key is activated.
Preview of Proper Placing of hands on the Keyboard

To see correct finger placement:
Press keys on the computer keyboard

[Image of a keyboard with hands demonstrating correct finger placement]

http://activities.macmillanmh.com/Techknowledge/data/_shell/globalfiles/swf.php?level=0K&unit=01&lesson=05
http://www.abcya.com/uppercase_lowercase_letter_matching.htm
http://www.abcya.com/word_search_jr.htm
http://activities.macmillanmh.com/Techknowledge/data/_shell/globalfiles/swf.php?level=01&unit=02&lesson=17

Practice Typing Sight Words: this is lesson 2 to teaching first grade child how to use the keyboard. Remember at this age, it isn't about correct finger positioning just yet. allow them to get comfortable first!

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