The Keyboard and Its Parts

Grade 1

Lesson 4
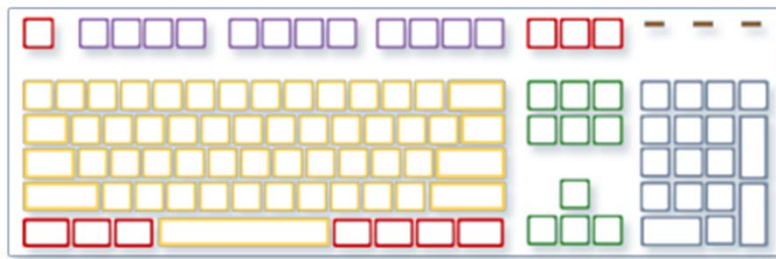
● Control keys   ● Navigation keys

● Function keys   ● Numeric keypad

● Typing (alphanumeric) keys   ● Indicator lights

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

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.
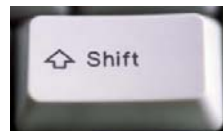
Function of the Other Keys

- CAPS LOCK Key - when you press this key, all the letters that you type will be in capital letters
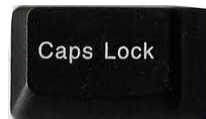
- SHIFT Key – this key is used to capitalize a letter you want to change. To do this press the letter you want while holding down the shift key.
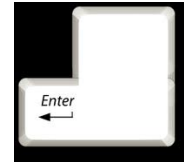
- Escape Key – This key is used to exit programs quickly.

- 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

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

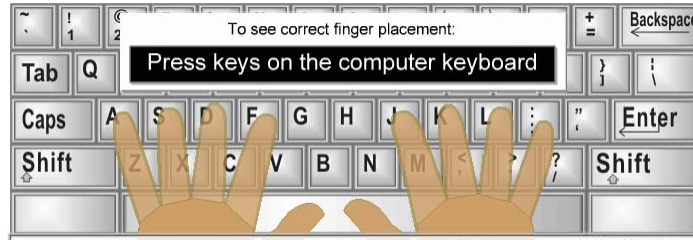- Status Lights – these are the lights found on the upper right part of the keyboard. Each light has a name from a particular key. If the lights are on, it means the key is activated
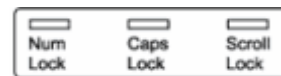
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Preview of Proper Placing of hands on the Keyboard

http://activities.macmillanmh.com/Techknowledge/data/_shell/_global/files/_swf/tk.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/_global/files/_swf/tk.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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