

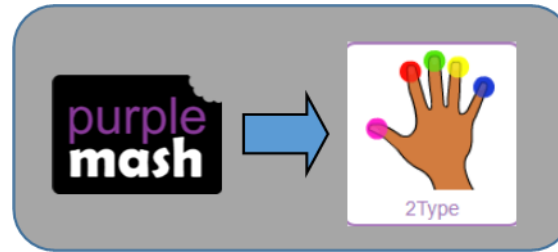


Unit: 3.4 – Touch Typing

Key Learning

- To introduce typing terminology.
- To understand the correct way to sit at the keyboard.
- To learn how to use the home, top and bottom row keys.
- To practice typing with the left and right hand.

Key Resources

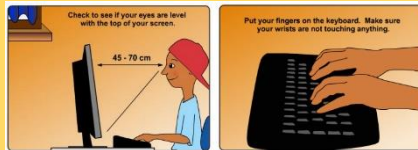


Key Vocabulary

- Posture – The correct way to sit at the computer.
- Top row keys – The keys on the top row of the keyboard.
- Home row keys – The keys on the middle row of the keyboard.
- Bottom row keys – The keys on the bottom row of the keyboard.
- Space bar – The bar at the bottom of the keyboard.

Key Images

Posture



Top Row



Home Row



Bottom Row



Space Bar



Key Questions

Why should I have a good posture at the computer?

A good posture is important to help you avoid any injuries that come from repeatedly using the computer incorrectly.

Why should I type certain keys with certain fingers.?

Using specific fingers for specific keys allows you to type more quickly.