

# Using a keyboard - Learning guide

This session is a blend of a Learn My Way course and online practise activities. You do not need to register on Learn My Way to access the course.

## Resources:

- Device with keyboard
- [Learn My Way course: Using a keyboard](https://www.learnmyway.com/courses/using-a-keyboard) - <https://www.learnmyway.com/courses/using-a-keyboard>
- Practise activity 1 handout (print off)
- Practise activity 2 handout (print off)
- [Typing Game](https://games.sense-lang.org/typingchefEN.php) - <https://games.sense-lang.org/typingchefEN.php>

## LEARN

- What a keyboard is for.
- The different keys (letters, numbers, space, enter, delete and shift).
- Keys that have more than one use.
- Why you would press two keys at once (e.g. get a capital letter).
- How to use the keyboard to type letters, numbers and extended characters.

## DO

- Have the Learn My Way course and a word processing program pre-loaded on your computer.
- Complete the first topic of the course:
  - Keyboard basics
- When you have completed the first topic of the course, complete Practise activity 1 and Practise activity 2 handouts. You could discuss this with your friends or Centre manager.
- After completing the handout, complete the rest of the Learn My Way Course:
  - More about the keyboard
- When you have completed the course, try the online Typing Games.

## REFLECT

How did you find the session? Can you remember how to do certain things, e.g. how would you create a new line, type a question mark or capital letter? Would you be able to show someone else?

## NEXT STEPS

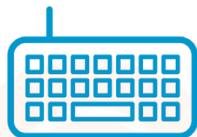
Use the handouts and Typing Games with friends and family.

**Tip:** You can fine-tune the keyboard to suit, by changing the Keyboard Settings.

Check out [AbilityNet](https://mcmw.abilitynet.org.uk/category/changing-keyboard-settings)

<https://mcmw.abilitynet.org.uk/category/changing-keyboard-settings> for advice.

# Using a keyboard



## Practise activity 1

Type the following sentence:

**The quick brown fox jumped over the lazy dog.**

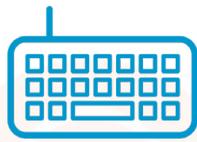
When you are ready, time yourself (either with a watch or just counting) and write your time in the box below.

Count any mistakes you made and write that in the box below next to your time.

Try again and see if you can do better.

Try	Time	Mistakes
1		
2		

Try	Time	Mistakes
3		
4		



## Practise activity 2

Type the following text from 'Alice in Wonderland':

### Chapter 1. Down the Rabbit-Hole

Alice was beginning to get very tired of sitting by her sister on the bank, and of having nothing to do: once or twice she had peeped into the book her sister was reading, but it had no pictures or conversations in it, 'and what is the use of a book,' thought Alice 'without pictures or conversations?'

So she was considering in her own mind (as well as she could, for the hot day made her feel very sleepy and stupid), whether the pleasure of making a daisy-chain would be worth the trouble of getting up and picking the daisies, when suddenly a White Rabbit with pink eyes ran close by her.

There was nothing so very remarkable in that; nor did Alice think it so very much out of the way to hear the Rabbit say to itself, 'Oh dear! Oh dear! I shall be late!' (when she thought it over afterwards, it occurred to her that she ought to have wondered at this, but at the time it all seemed quite natural); but when the Rabbit actually took a watch out of its waistcoat-pocket, and looked at it, and then hurried on, Alice started to her feet, for it flashed across her mind that she had never before seen a rabbit with either a waistcoat-pocket, or a watch to take out of it, and burning with curiosity, she ran across the field after it, and fortunately was just in time to see it pop down a large rabbit-hole under the hedge.