Unidad 4 Lección 4: Planificar Teclas Especiales

Nota para el profesor: Para garantizar que los alumnos tengan una experiencia positiva al teclear, considere la posibilidad de subir los portátiles a los libros de texto grandes y utilizar teclados externos cuando estén disponibles. Enseñe explícitamente la postura al practicar el uso del teclado. Esto puede prevenir el dolor lumbar, la fatiga visual y el dolor de cuello. Considere también la posibilidad de colocar un reposapiés (o una toalla enrollada) debajo de los dedos para apoyar los pies.

Esta lección cubre una amplia gama de teclas especiales. Elija con discernimiento las teclas que desea comentar con sus alumnos.

Estándares Northstar	Objetivos/SWBAT
Conocimientos básicos de informática: Demostrar conocimiento de las teclas del teclado (Intro, Mayúsculas, Control, Retroceso, Suprimir, Flechas, Tabulador, Bloqueo de mayúsculas, Bloqueo numérico).	Puedo nombrar los tres últimos grupos de teclas, su finalidad y su ubicación en el teclado (modificador, navegación y comando de sistema).
Marco de competencias de la Iniciativa de Equidad Digital de Seattle	Sé nombrar y utilizar las teclas de forma adecuada a su finalidad.
EF.5 Entender mi ordenador: Comprender los componentes informáticos y periféricos; solución de problemas básicos; utilización de un sistema operativo.	

Materiales para preparar:
- [Keyboard handout](#) (o teclado físico) para cada alumno
- Unidad 4 Lección 4.Guía de la Lección (Imprimir 1 copia por estudiante)
- Unidad 4 Lección 4.Actividad.Otras Teclas Especiales (1 copia por alumno)
- Unidad 4 Lección 4.Actividad.Revisión de los Tipos de Teclas (1 copia por alumno)
- Unidad 4 Todas las lecciones.Actividad.Tipos de teclas del teclado
- Crayones, lápices de colores o marcadores para cada alumno

Vocabulario para repasar antes de la lección
1. *Sistema (n): grupo de partes relacionadas que se mueven o funcionan juntas.*
2. *Mando (n): orden que se da a una persona o cosa para que haga algo.*

Vocabulario y conceptos introducidos en la lección

Sistema operativo	Modificar	Función
Navegue por	Controlar	Alternativa

Notas de Tiempo

CASAS: ESL 3 (184) - ABE 6 (258)	CASAS: ABE 2 (204) - ABE 6 (262)
Notas sobre el tiempo: 3-4 horas	Notas sobre el tiempo: 1-1,5 horas

Plan de la lección:
Esquema:
1. Repaso y calentamiento
2. Teclas modificadoras
3. Teclas de navegación
4. Teclas de comando del sistema

Repaso y calentamiento: Termina las frases y cópialas en los cuadernos. (opcional: mecanografiar después de escribirlas)
1. Hoy es _____.
2. Las claves espaciales son _____.
3. Retroceso _____.
4. Puedo mover el cursor parpadeante de dos maneras: 1. _____ and 2. _____ .

Teclas modificadoras:

Diga: Hoy empezaremos hablando de teclas especiales en el teclado que nos ayudan a cambiar el funcionamiento de otras teclas. Son las llamadas **«teclas modificadoras».**

Diga: Modificadoras proviene de la acción/verbo a **modificar.**
Ask: ¿Quién sabe lo que significa **«modificar»**?
Say: Cuando **modificamos** algo, lo cambiamos. Las **teclas modificadoras** cambian lo que hacen otras teclas cuando las pulsamos al mismo tiempo.
Say: There are five important modifier keys. Let's learn about them:

Shift Key:
Say: Look at your keyboard. Where are the key(s) that have the word "**shift**" on them? They have an arrow pointing up!
Ask: What does **shift** mean?
Say: Shift (v) means to move or to cause something to move or change.
Say: When we use the **shift** key with a <u>letter key</u>, it makes the small letter 'shift' up into a capital letter.
Ask: If the **shift key** shifts things up, what do you think happens when we use **shift** on keys with two symbols?
Say: When we use **Shift** this way, we can type the top symbol.

Say: For example, let's use the number key 1.

Ask: What symbol is on the top of the number 1 key? (exclamation point)

Say: If we push this key alone, it'll type the number 1. But if we push both **Shift** and 1, the computer will type an exclamation point instead.

Ask: What will the computer type if we push **shift** and the number 4 key? (a dollar sign $)

Say: The **Shift** key helps us make big letters and special symbols. Press it with a letter for big letters or to get the top symbol on a key.

Activity:

Directions: Type the following sentence on your computer in a new Word/Wordpad document.

Computers are very expensive. They usually cost more than $800!

Caps Lock Key:

Say: Now, find the key that says **Caps Lock**.

Ask: What do you think these words mean?

Say: **Caps Lock** is the short way of saying it will **lock** the letter keys as **cap**ital letters.

Say: **Caps Lock** makes all letters capital without holding down a key (unlike **shift**). Press it once to turn it on, press it again to turn it off.

Activity:

Directions: Type your elbow partner's name in all capital letters. Use the CAPS LOCK key.

Control Key (ctrl):

Say: The **Control key**, or **ctrl**, helps make shortcuts with other keys. It helps do things faster in programs.

Say: We won't need **Control** for now, but eventually it can be very helpful when you start to use the computer more.

Direct learners to point at their own CTRL key.

Instructor note: The Function key and the Alternate key are fairly advanced and most students will not need to use them, especially at this level. We've included them as an option but we would not recommend including them for beginner levels in English and Digital Literacy.

Say: The next 2 keys are a bit trickier.

OPTIONAL Function Key (fn):

Say: The **Function** key, or **fn**, changes the first row (the function row) of keys on some laptops. The Function row keys all have an "F" and a number. These can be customized to do a special action. The Fn key allows you to switch between a customized action and the action related to the big icon on the key like volume and brightness of the screen.

OPTIONAL Alternate Key (alt):

Say: **Alt** key, or **alternate key**, makes special shortcuts when we press more than one key together. It helps do different things in programs.

Say: **Alt key** shortcuts are similar to Control shortcuts but more advanced. **Alt** shortcuts usually need more than 1 letter key to make a shortcut work.

Say: Most people wont ever need to use this key, but it's always important to know what each key on your keyboard is.

Activity: Practice in Word Doc/Word Pad

Directions: Students open up their word documents and capitalize five random letters. Have them delete that letter and then practice using shift and caps lock.

Activity: Coloring the keyboard

Directions: Ask students to take out their coloring the keyboard activity and fill in colors for the modifier keys.

Navigation Keys:

Say: Next, we'll talk about special keys on the keyboard that help us move around the computer. These keys are called "navigation keys."

Say: **Navigation** comes from the action/verb to **navigate**.
Ask: Who knows what "**navigate**" means?
Say: To **navigate** is like finding the way to go somewhere. It's like finding our way on a map.
Say: **Navigation** keys help us move around the computer to find things.
Say: There are two main types of **navigation keys**. Let's learn about them:

Arrow Keys:
Say: Arrow keys are special keys that look like arrows. They're usually in the bottom right corner of the keyboard.
Ask: Can you find the four arrow keys?

Say: When we press them, they move the blinking Cursor (the little blinking line on the screen that shows where we're typing). Each arrow key moves the line in that direction - up, down, left, or right.
Say: The arrow keys can help us make small movements when we need to move around a page or need to fix a mistake.

Page Up & Page Down (PgUp & PgDn):
Say: Page Up and Page Down keys, often written as PgUp and PgDn, help us move a whole page up or down on the screen. It's like turning a page in a book on the computer.

Activity: Practice in word doc
Directions: Ask students to return to their document and practice using the navigation keys to get around to different parts of what they have written.

Activity: Coloring the keyboard
Directions: Ask students to take out their coloring the keyboard activity and fill in colors for the navigation keys.

System Command Keys:

Say: Next, we'll talk a little about a more advanced group that's still pretty important for you to know. These are the **system command keys**.

Say: Here we're giving **command**s to the Operating System. The **Operating System** (or **OS** for short) is the main program in a computer that controls the way the computer works and makes it possible for other programs to work.

Say: For now, we can think of the OS as the <u>translator</u> between people and computers. Computers don't talk in English or Spanish—they have their own special languages called **code** i.e. Python, C++, and (a long time ago) Binary code. However, most people don't know these special computer languages so Operating Systems were created to act as the translator between the two.

System Command Keys: Keys that give the operating system (OS) an order.

Point to the keys as you explain and ask students to point to them on their keyboards to help make sure everyone is oriented.

Enter:
Say: When we're not using it for typing, the **Enter** key is like hitting "go" at a green light. This is an additional use to beginning a new line.
Say: When we want the computer to do something, we press **Enter**. It's like giving it a command to start.
Say: We often use **Enter** to help us log in to the computer. After we type the password, we need to either click the arrow, or push **Enter** to tell the computer to "go".

Windows Key:
Say: Now, let's find the **Windows** key. It looks like a little window!

Ask: What else on the computer has this icon? (the start menu)
Say: Pushing the **Windows** key is a shortcut for opening the start menu.
Say: The **Windows** key can also help you do other, more advanced shortcuts.
Say: For example, hold down the **Windows** key and push the letter **L** key.
Ask: What happens? (It locks the computer)

Print Screen:
Instructor note: PrtSc is a fairly confusing key and can be skipped for lower levels.

Say: Alright, let's find the **Print Screen** key on the keyboard. It's usually at the bottom of the keyboard, like a secret camera button. When we press it, it takes a picture of what's on the screen, just like taking a photo on a phone.
Say: Usually, the **print screen** key has only the important consonant letters on it: **prt sc**.
Ask: Can you find the key that has these letters?

Direct students to press the Print Screen key and show them where it's located on the keyboard.

Say: If you use PrtSc by itself, it will essentially "copy" the screen to the clipboard. This means that you will need to paste it on to a document in order to see it.

Say: To save a screenshot of your computer screen, hold the Windows key and push PrtSc. This will automatically save the picture in the ScreenShots folder.

Instructor Note: PrtSc will NOT show a notification that a picture has been taken but it will still work!

Activity #1
Directions: Ask students to take out their coloring the keyboard activity and fill in colors for the system command keys. This sheet is now complete!

Activity #2
Adv Eng OR Beginning Eng Other Special Keys Fill-in Activity
Optional extension: Learners cut the terms and definitions apart into flashcards and practice matching outside of class.

Evaluation:
Instructor note: Leave a bit more time for this last evaluation since it entails a lot of typing.
Optional Challenge: Ask students to type the name and job of each key in the main categories.

(Or use Adv Eng OR Beginning Eng Types of Keys Review)

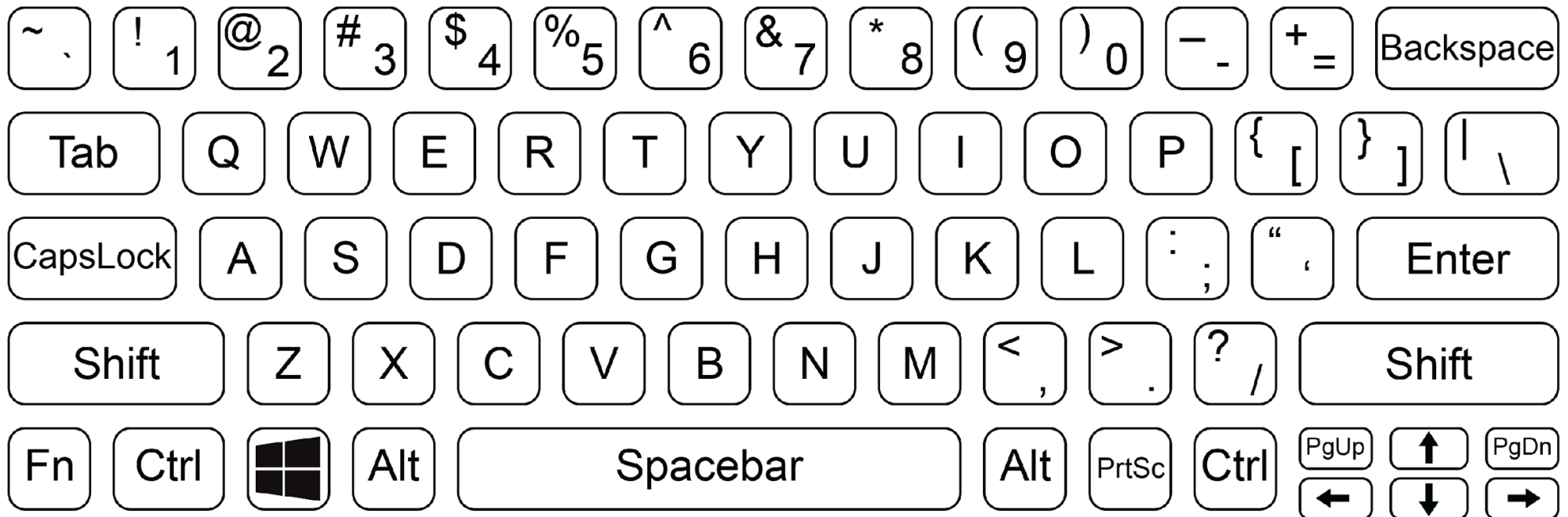**Say:** Open a new word document and type the following:

1. Letter keys: Keys with one _____ .
2. Number keys: Keys that have a _____.
3. Character keys: Keys with _____ or _____.
4. Modifier keys: Keys that _____ other keys.
5. Spatial keys: Keys that _____ or _____ _____.
6. System Command keys: Keys that give the _____ _____ an order.
7. Navigation keys: Keys that help you _____ _____ the computer.

Instructor floats to see progress, prints the sheets when students are done.

1. Letter keys: Keys with one letter
2. Number keys: Keys that have a number
3. Character keys: Keys with punctuation or symbols
4. Modifier keys: Keys that change other keys
5. Spatial keys: Keys that add or erase space
6. System Command keys: Keys that give the operating system an order
7. Navigation keys: Keys that help you move around the computer

Unidad 4 Todas las lecciones: Ejemplo de teclado

Nombre: _____

<u>Unidad 4 Lección 4:</u> Guía de la Lección

1. ¿Qué significa **modificar**?

    _____

    _____

2. ¿Qué son las teclas **modificadoras**?

    _____

    _____

3. ¿Qué son las **5 teclas modificadoras** y para qué sirven?

    #1 _____

    _____

    #2_____

    _____

    #3_____

    _____

    #4_____

    _____

    #5_____

    _____

4. ¿Qué significa **navegar**?

_____

_____

5. ¿Qué son las teclas de **navegación**?

_____

_____

6. ¿Cuáles son los **2** grupos de **teclas de navegación** y para qué sirven?

    #A _____

    _____

    _____

    #B_____

    _____

    _____

7. ¿Qué es un **sistema operativo (SO)**?

_____

_____

_____

8. ¿Qué son las teclas de **comando del sistema**?

_____

_____

_____

9. ¿Qué son las **3 teclas de comando del sistema** y para qué sirven?

#1 _____

_____

#2_____

_____

#3_____

_____

Unidad 4 Todas las Lecciones Actividad: Tipos de Teclas del Teclado

Instrucciones: Elige un color para cada tipo de tecla de las que hemos hablado hasta ahora. Colorea cada tecla de ese tipo con ese color.
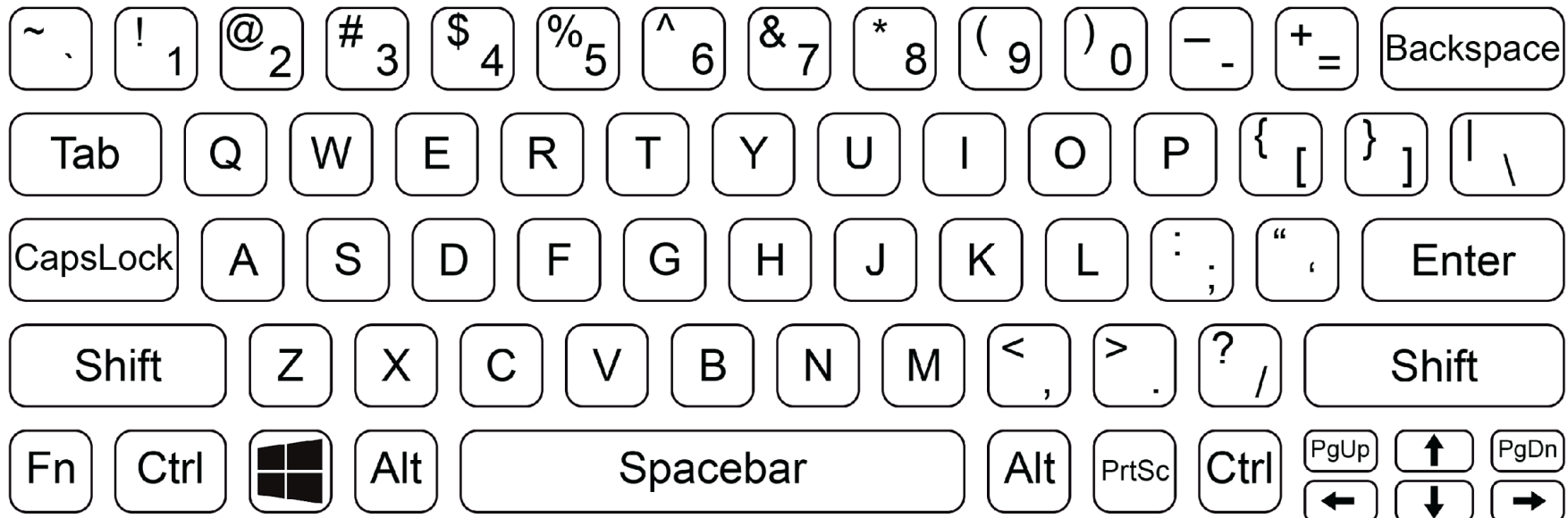
- [ ] Teclas de letras
- [ ] Teclas numéricas
- [ ] Teclas de caracteres
- [ ] Teclas espaciales

- [ ] Teclas modificadoras
- [ ] Teclas de comando del sistema
- [ ] Teclas de navegación

Nombre: _____

Unidad 4 Lección 4 Actividad: Otras Teclas Especiales

Instrucciones: Rellena las letras en blanco para cada tipo de tecla, sus nombres y lo que hacen.

Teclas modificadoras: ¿Que hacen? Completa la siguiente frase.

Las teclas modificadoras son teclas que _____.

Nombre de la Tecla	¿Qué hace la tecla?
1. S __ __ __ __	1. 2.
2. C__ __ __ L __ __ __	
3. C __ __ __ __ __ __ (__ __ __ __)	

Teclas de comando del sistema: ¿Que hacen? Completa la siguiente frase.

Las teclas de comando del sistema son teclas que _____

_____.

Nombre de la Tecla	¿Qué hace la tecla?
1. E __ __ __ __	
2. W __ __ __ __ __ __ K __ __	1. 2.

Teclas de navegación: ¿Que hacen? Completa la siguiente frase.

Las teclas de navegación son teclas que _____

_____.

Nombre de la Tecla	¿Qué hace la tecla?
1. A __ __ __ __ Keys	
2. P __ __ __ __ __ & P __ __ __ D __ __ __	

Unidad 4 Lección 4 Actividad: Revisión de los Tipos de Teclas

1. **<u>Teclas de letras</u>** – Teclas con una sola letra
2. **<u>Teclas numéricas</u>** – Teclas que tienen un número
3. **<u>Teclas de caracteres</u>** – Teclas con signos de puntuación o símbolos

¿Qué signos de puntuación hay en el teclado?

_____

¿Qué símbolos hay en el teclado?

_____

<u>Teclas modificadoras</u> – Teclas que cambian lo que hace otra tecla.

*¿Qué son las **teclas modificadoras** y para qué sirven?*

- _____
- _____
- _____
- _____
- _____

4. **<u>Teclas espaciales</u>** – Teclas que añaden espacio o borran

   *¿Qué son las **teclas espaciales** y para qué sirven?*

- _____

- _____

- _____

- _____

5. **<u>Teclas de comando del sistema</u>** – Teclas que dan una orden al SO (sistema operativo)

   *¿Qué son las **teclas de comando del sistema** y para qué sirven?*

- _____

- _____

- _____

6. **<u>Teclas de navegación</u>** – Teclas que le ayudan a moverse por el ordenador

   *¿Qué son las **teclas de navegación** y para qué sirven?*

- _____

- _____