

Unit 4, Lesson 2: Basic Keys

Note to Teacher: To ensure learners have a positive keyboarding experience, consider raising laptops on large textbooks and using external keyboards when available. Explicitly teach posture while practicing keyboarding. This can prevent lower back pain, eye strain, and neck pain. Consider a footrest (or a rolled towel) under the toes for foot support as well.

Northstar Standards	Objectives/SWBAT
Computer Basic Skills 4. Demonstrate knowledge of keys on keyboard (Enter, Shift, Control, Backspace, Delete, Arrow Keys, Tab, Caps Lock, Number Lock).	I can find common punctuation on the keyboard. I can name the 1 st four groups of keys and what they are: letter, number, character, and spatial. I can name and state the job of each spatial key.
Seattle Digital Equity Initiative Skills Framework	
EF.5. Understand My Computer: Understanding computer and peripheral components; basic troubleshooting; using an OS	

Materials to prepare:

- Unit 4 Lesson 2.Punctuation and Special Symbols on Keyboard (Print 1 copy per student)
- Unit 4 Lesson 2.Activity.Spatial Keys (Print 1 copy per student)
- Unit 4 All Lessons.Activity.Coloring the Keyboard (Print copies as needed)
- Unit 4 Lesson 2.Student Lesson Guide (Print 1 copy per student)
- Crayons, colored pencils, and/or markers for each student

Vocabulary to Review Before the Lesson

1. *Special (adj.):* Different from what is normal or usual.

Vocabulary & Concepts Introduced in Lesson

Punctuation keys Character keys	Symbol keys	Spatial Spatial keys
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Timing Notes:

CASAS: ESL 3 (184) - ABE 6 (258)	CASAS: ABE 2 (204) - ABE 6 (262)
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Timing Notes: 2-3 hrs

Timing Notes: No notes available

Lesson Plan:

1. Review & Warm-up
2. Letter Keys
3. Number Keys
4. Character Keys (Punctuation & Symbols)
5. Spatial Keys
6. Evaluation

Review & Warm-up:

Conversation: Ask your partner and talk about the following questions. Encourage learners to pull out their worksheet from the previous class to support this conversation.

1. Which keys should your pointer fingers rest on?
2. Which keys should your ring fingers rest on?
3. Which keys should your middle fingers rest on?
4. Which keys should your pinky fingers rest on?

Challenge: What are the types (categories) of keys we learned last time? Pull out the Types of Keys Worksheet for support!

Letter Keys:

Ask: What are letter keys?

Letter Keys: Keys that have only one letter.

Ask: How many letter keys are in the top row? **10**

Ask: Home row? **9**

Ask: Bottom row? **7**

Say: Notice how the letters are not in order. This is called the QWERTY keyboard layout. There are other kinds of keyboards, but this is the one most commonly used.

Number Keys:

Ask: What are number keys?

Number Keys: Keys that have a number.

Ask: What are **the** number keys? Where are they located on the keyboard?

1 2 3 4 5 6 7 8 9 0

Activity:

Directions: Find your Word pad document on your desktop (instructor can help with double-clicking), click in the space below what you have already written, and then write the following sentences and fill in the blank with the correct number.

1. I was born in the year _____.
2. I am _____ years old.
3. My address is _____.

Character Keys:

Hand out [Punctuation and Special Symbols on the Keyboard](#) to each student.

Say: Let's talk a little about character keys.

Say: There are two kinds of character keys: Punctuation and symbols. These are keys that have either punctuation or a symbol (instead of a word or letter)

Characters

Punctuation

Symbols

Say: Look at your keyboard.

Ask: What punctuation do you see on the keyboard?

,	Comma
?	Question Mark
:	Colon
“ ”	Quotation Marks
-	Dash

.	Period
;	Semicolon
'	Apostrophe
!	Exclamation Mark
()	Parenthesis

[]	Bracket
-----	---------

{ }	Braces
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Note: This is a great time to talk about/incorporate a lesson on appropriate punctuation for your students' English level.

Note: Consider discussing the characters in the passwords learners use to login in to their laptops. Discuss how adding characters strengthens the password because it is more difficult to guess.

Coloring the keyboard activity

Ask students to color in the **punctuation keys** on [Coloring Basic Keys Activity](#). (Optional: For lower levels, lead the class in this activity and go through each one by one.)

Ask: What special symbols do you see on the keyboard?

~	Tilde
`	Acute or Grave Accent
@	At
#	Number or Pound
\$	Dollar Sign
%	Percent
<	Less Than or Angle Brackets
/	Forward Slash
	Pipe or Vertical Bar

^	Hat
&	And
*	Asterisk
_	Underscore
+	Plus
=	Equal
>	Greater Than or Angle Brackets
\	Back Slash

Coloring the keyboard activity

Ask students to color in the **symbol** keys on [Coloring Basic Keys Activity](#). (Optional: For lower levels, lead the class in this activity and go through each one by one.)

Spatial Keys:

Say: Let's talk about spatial keys.

Ask: What do you think spatial means? Is there a word we know that it sounds like? (space)

Say: Spatial keys are keys that have to do with making or erasing spaces.

Instructor note: For lower English levels, if students are having trouble with spatial keys, we recommend opening up a document. Ask students to watch what happens when they push a spatial key and what they think it does.

Say: There are 4 different spatial keys on our keyboards.

Ask: What keys make or erase space?

Optional Ask: What keys have the word "space" in them? (spacebar & Backspace)

Ask: What does Spacebar do?

- *Spacebar:* Makes a small space between words.

Ask: Where is it on the keyboard? (students point to it)

Ask: What does backspace do?

Backspace: Erases letters and spaces.

Ask: Where is it on the keyboard? (students point to it)

Say: Sometimes, on different keyboards, Backspace might have a different name. Instead, it will say "delete" or "back" or it might only have an arrow pointing to the left. The name might change but it will always be in the top right corner of the keyboard.

Say: There are two more spatial keys on the keyboard: Tab and Enter.

Say: Look for the key named "Enter" on your keyboard. It will be on the right side and in the middle row.

Say: The key ENTER creates a new line under what you've just typed. We'll talk about this key more later on.

Say: Our last spatial key is Tab. Tab makes a larger horizontal space (on the same line) called an "indent" or a "tab stop".

Say: We don't need to use Tab very often, only when we're writing paragraphs will we need it.

Say: When you start writing a paragraph on the computer, you need to use Tab to make an indent on the first line. Consider taking a book off the shelf and as learners to identify where a new paragraph begins. Ask them which key they would use to start typing a half inch into the page.

Consider projecting a student sample document. Instructor projects their document to model examples of Tab. See last page of lesson plan for an example to project.

Spatial Keys Activity

Instructor hands out spatial keys activity handout.

Directions: Work with a partner to fill out this activity together.

Optional extension: Learners cut the terms and definitions apart into flashcards and practice matching outside of class.

Coloring the keyboard activity

When finished, have students return to their keyboard coloring activity and fill in colors for number keys, character keys, and spatial keys. If they have not yet labeled each row, they should do that as well.

Evaluation:

Directions: Teacher models using their own document.

Say: Return to our Wordpad (or Microsoft Word) document. Instructor models using character and spatial keys to edit their document by asking, “Where could I add punctuation here?”, etc.

Find a place where you can add or use a character key or a navigation key in your document.

Instructor floats to help individual students.

(optional: Save the word document onto desktops for students to come back to in the next lesson.)

Student Sample Document

Unit 4 Lesson 1: Evaluation

Rosa Escobar Gómez (replace with student name)

My keyboard has 5 rows.

My pointer fingers should be on the F key and the J key.

Unit 4 Lesson 2: Activity

I was born in the year 1985.

I am 39 years old.

My address is 179 Robie Street East.



Unit 4 Lesson 2: Student Lesson guide

1. What are **Letter** Keys?

2. What are **Number** Keys?

3. What are **Character** Keys?

4. What does ***spatial*** mean?

5. What are **Spatial** Keys?

6. What are the 4 spatial keys and what do they do?

#1 _____

#2 _____

#3 _____

#4 _____



Unit 4 Lesson 2: Punctuation and Special Symbols on the Keyboard

Punctuation

,	Comma
?	Question Mark
:	Colon
“ ”	Quotation Marks
-	Dash
[]	Bracket

.	Period
;	Semicolon
'	Apostrophe
!	Exclamation Mark
()	Parenthesis
{ }	Braces

Special Symbols

~	Tilde
`	Acute or Grave Accent
@	At
#	Number or Pound
\$	Dollar Sign
%	Percent
<	Less Than or Angle Brackets
/	Forward Slash
	Pipe or Vertical Bar

^	Hat
&	And
*	Asterisk
_	Underscore
+	Plus
=	Equal
>	Greater Than or Angle Brackets
\	Back Slash

Unit 4 Lesson 2 Activity: Spatial Keys

What are spatial keys?

Spatial keys are keys that _____ or _____.

Key Name	What does the key do?
1. S _____	
2. T ____	
3. E _____	
4. B _____	

Unit 4 All Lessons Activity: Coloring the Keyboard

Directions: Pick a color for each type of key we've talked about so far. Color each key in that type with that color. We've done all the letter keys for you; you do the rest!



Letter Keys



Number keys



Character keys



Spatial keys



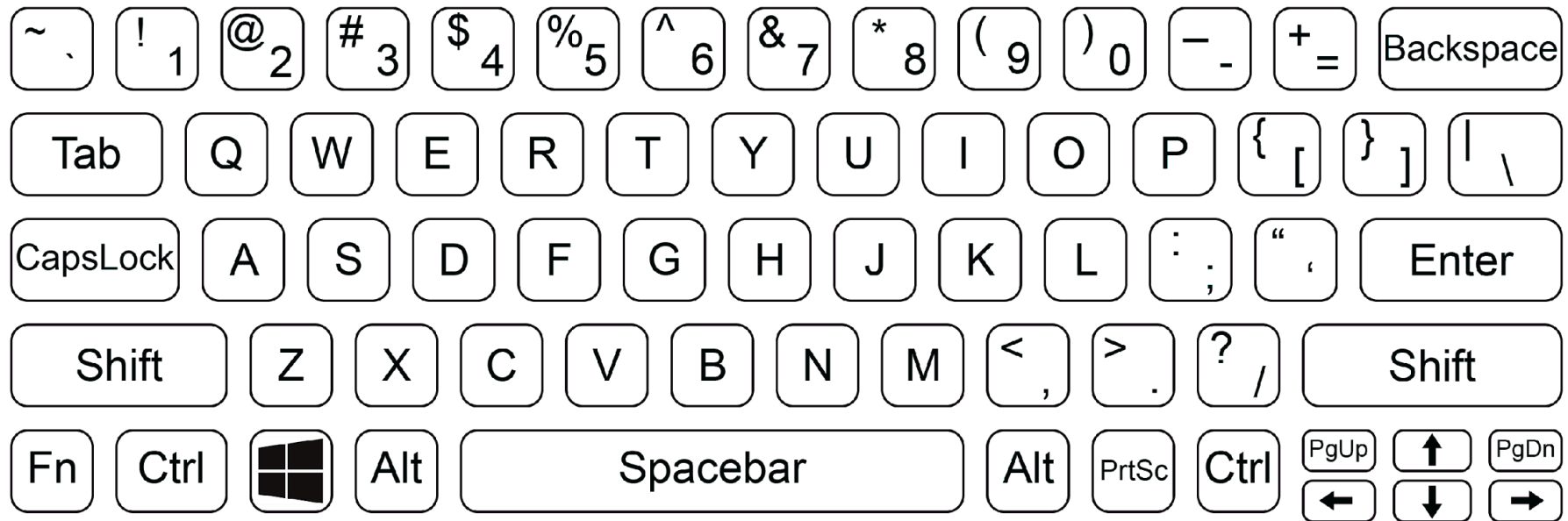
Modifier keys



System Command keys



Navigation key



Name: _____

