



Unit 4, Lesson 4: Special 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 foot rest (or a rolled towel) under the toes for foot support as well.

This lesson covers a wide breadth of special keys. Use your discernment in choosing which keys to discuss with your learners.

Northstar Standards	Objectives/SWBAT
Basic Computer Skills: Demonstrate knowledge of keys on keyboard (Enter, Shift, Control, Backspace, Delete, Arrow Keys, Tab, Caps Lock, Number Lock).	I can name the last three groups of keys, their purpose, and location on the keyboard (Modifier, Navigation, and System Command). I can name and use keys appropriately for their intended purpose.
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 All Lessons.Activity.Coloring the Keyboard (Print copies as needed)
- Crayons, colored pencils, and/or markers for each student
- Unit 4 Lesson 4.Student Lesson Guide (Print **1 Copy** per student)
- Unit 4 Lesson 4.Activity.Other Special Keys.Optional Sections Version OR Basic Version (1 copy per student)
- Unit 4 Lesson 4.Activity.Types of Keys Review (1 copy per student)

Vocabulary to Review Before the Lesson

1. *System (n)*: a group of related parts that move or work together.
2. *Command (n)*: an order given to a person or thing to do something.

Vocabulary & Concepts Introduced in Lesson

Operating System Navigate	Modify Control	Function Alternate
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Timing Notes

CASAS: ESL 3 (184) - ABE 6 (258)	CASAS: ABE 2 (204) - ABE 6 (262)
Timing Notes: 3-4 hours	Timing Notes: 1-1.5 hours

Lesson Plan:

1. Review & Warm-up
2. Modifier Keys
3. Navigation Keys
4. System Command Keys
5. Evaluation

Review & Warm-up (Advanced English):

Finish the sentences and copy the sentences in notebooks. (optional: Type up after written)

1. Today is _____.
2. Spatial keys are _____.
3. Backspace _____.
4. I can move the blinking cursor in two ways: 1. _____ and 2. _____.

Review & Warm-up (Beginning English):

Finish the sentences and copy the sentences in notebooks. (optional: Type up after written)

1. Today is **Thursday**, **May 30th**, 2024. (adjust for current Date)
2. Spatial keys are keys that **make** or erase **space**.
3. Backspace **erases** space and letters.
4. I can move the blinking cursor in two ways: 1. With the **mouse** and 2. With the **Arrow** Keys.

Modifier Keys:

Say: Today, we'll start with talking about special keys on the keyboard that help us change how other keys work. These are called "modifier keys."

Say: Modifier comes from the action/verb to **modify**.

Ask: Who knows what "**modify**" means?

Say: When we **modify** something, we change it. **Modifier keys** change what other keys do when we press them down at the same time.

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 letter key, 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 **capital** 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 won't 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.

Instructor note: Not all keyboards have PgUp & PgDn, but most PC's will.

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 **commands** 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 translator 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:

Instructor note: This function may differ depending on the company or model. Make sure to adjust to classroom laptops!

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

Handout Other Special Keys Activity (Basic Version or Optional Sections Version)

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 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



Unit 4 Lesson 4: Student Lesson Guide

1. What does *to modify* mean?

2. What are **Modifier** Keys?

3. What are the **5 Modifier** keys and what do they do?

#1 _____

#2 _____

#3 _____

#4 _____

#5 _____

4. What does ***to navigate*** mean?

5. What are **Navigation** Keys?

6. What are the **2** groups of **Navigation** keys and what do they do?

#A _____

#B _____

7. What is an **OS**?

8. What are **System Command Keys**?

9. What are the **3 System Command** keys and what do they do?

#1 _____

#2 _____

#3 _____

Name: _____

Unit 4 Lesson 4 Activity: Other Special Keys

Directions: Fill in the blank letters for each type of key, their names, and what they do.

Modifier Keys: What do they do? Finish the sentence below.

Modifier Keys are keys that _____.

Key Name	What does the key do?
1. S _ _ _ _ _	1. 2.
2. C _ _ _ _ L _ _ _ _	
3. C _ _ _ _ _ _ _ _ _ (_ _ _ _ _)	

System Command Keys: What do they do?

System Command Keys are keys that _____.

Key Name	What does the key do?
1. E _ _ _ _ _	
2. W _ _ _ _ _ _ _ _ _ K _ _	1. 2.

Navigation Keys: What do they do?

Navigation Keys are keys that _____.

Key Group Name	What does the key do?
1. A _ _ _ _ Keys	
2. P _ _ _ _ & P _ _ _ _ D _ _ _ _	

Unit 4 Lesson 4 Activity: Other Special Keys

Directions: Fill in the blank letters for each type of key, their names, and what they do.

Modifier Keys: What do they do? Finish the sentence below.

Modifier Keys are keys that _____.

Key Name	What does the key do?
1. S _ _ _ _ _	1. 2.
2. C _ _ _ _ L _ _ _ _	
3. C _ _ _ _ _ _ _ _ (_ _ _ _)	

Name _____

4. F _____ (_____)	
5. A _____ (_____)	

Navigation Keys: What do they do?

Navigation Keys are keys that _____.

Key Group Name	What does the key do?
1. A _____ Keys	
2. P _____ & P _____ D _____	

System Command Keys: What do they do?

System Command keys are keys that _____.

Key Name	What does the key do?
1. E _____	
2. P _____ S _____ (_____)	
3. W _____ K _____	1. 2.



Unit 4 Lesson 4 Activity: Types of Keys Review

1. **Letter keys** – Keys with one letter
2. **Number keys** – Keys that have a number
3. **Character keys** – Keys with punctuation or symbols

What punctuation is on the keyboard?

What symbols are on the keyboard?

4. **Modifier keys** – Keys that change what another key does.

*What are the **modifier keys** and what do they do?*

- _____
- _____
- _____
- _____
- _____

5. **Spatial keys** – Keys that add space or erase

*What are the **spatial keys** and what do they do?*

- _____
- _____
- _____
- _____

6. **System Command keys** – Keys that give the OS (operating system) an order

*What are the **System Command keys** and what do they do?*

- _____
- _____
- _____

7. **Navigation keys** – Keys that help you move around the computer

*What are the **Navigation keys** and what do they do?*

- _____
- _____