



Let's Type

LESSON PLAN

Lesson Outcomes

After the end of the lesson, students will be able to:

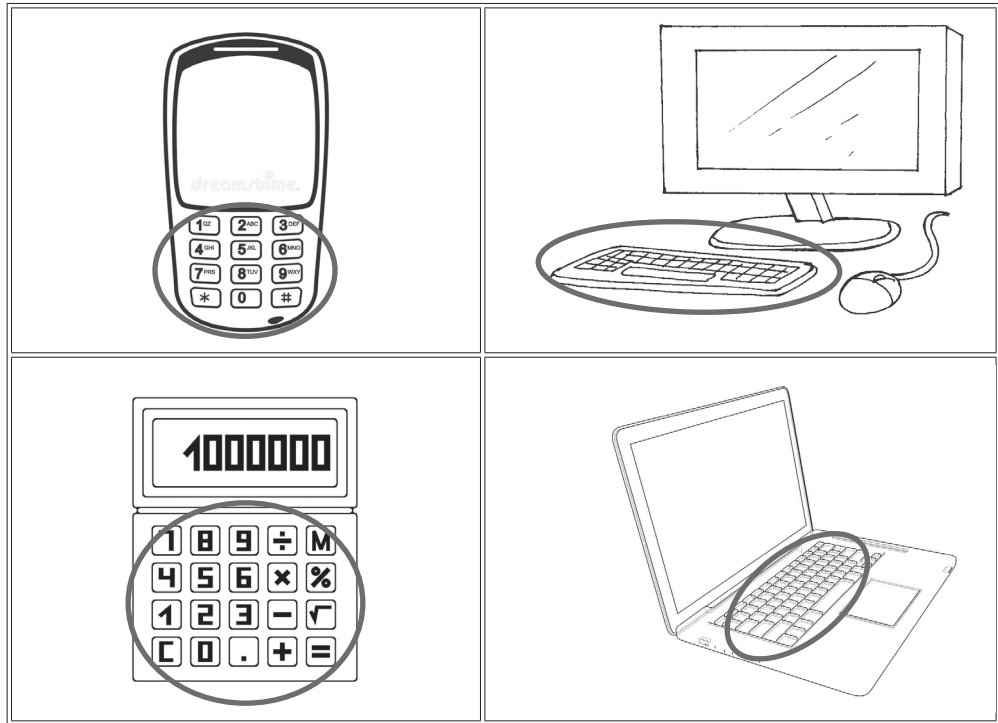
- » Identify the computer's keyboard.
- » State the function of the keyboard.
- » List the different types of keyboards.
- » Classify the keys of the keyboard into different types:
 - Alphabet keys
 - Number keys
 - Special keys
- » Identify and define the function of the following keys:
 - Shift key
 - Arrow keys
 - Esc key
 - Home
 - End key
 - Num lock
- » Use the keyboard to type and edit the given text.

WARM UP

Circle the keyboard in each of these commonly used devices.



Ans.



CHAPTER NOTES

Alphabet keys

- » We use alphabet keys to type letters.
- » To type the word 'games', press the keys G, A, M, E and S one by one.
- » There are 26 alphabet keys with letters A to Z on them.

Number keys

- » We use number keys to type numbers.
- » To type the number '10', press the keys 1 and 0 one by one.

Spacebar

- » We use the spacebar to give blank spaces between words.
- » To type 'my mother' with a space, press the Spacebar after 'my'.

- » The Space bar It is the longest key on the keyboard.

Enter key

- » We use the Enter key to move the cursor to the next line.
- » To type 'bus' and 'car' in different lines, press Enter after typing 'bus'.
- » You will find Enter at two places on the keyboard.

Arrow keys

- » We use the arrow keys to move the cursor anywhere on the monitor.
- » The Up and Down arrow keys move the cursor up and down, respectively.
- » The Left and Right arrow keys move the cursor left and right, respectively.

Backspace and Delete keys

- » We use the Backspace key to erase letters typed on the left side of the cursor.
- » The Delete key is to erase letters typed on right side of the cursor.

Caps Lock key

- » We use the Caps Lock key to type capital letters.
- » Press the Caps Lock key once. The Caps Lock light glows on the keyboard, showing that it is on.

DEMONSTRATION

- » Open and close Tux Typing.
- » Play Fish Cascade.
- » Use text editor to demonstrate typing.

- » To correct the word 'football':
 - Place the cursor after 'd'.
 - Press the backspace key. The letter 'd' is erased.
 - Type the letter 't'.

LAB ACTIVITIES

- » Open Notepad.
- » Type the following details neatly in separate lines. Use the Caps Lock, Spacebar, Enter and Backspace keys as needed.

My Name:

My Father's Name:

My Mother's Name:

My Address:

My City:

My Telephone Number:

Instructions:

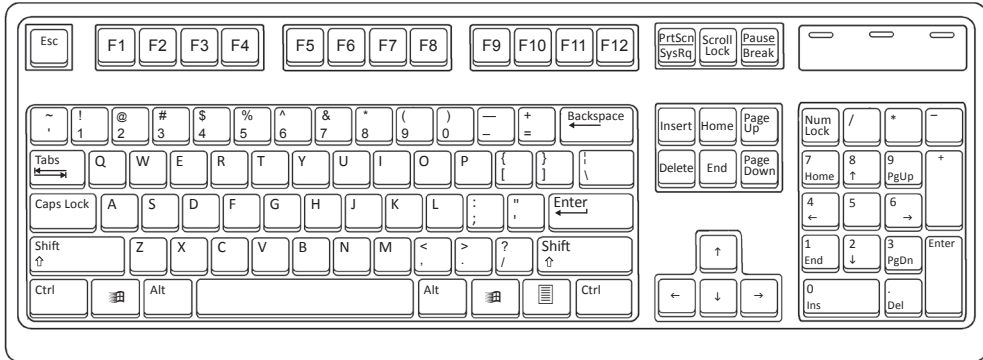
- » Press the Enter key for typing the sentence in a new line.
- » Move the cursor up and use the Backspace key to erase the house number.
- » Change the house number.
- » Find the arrow keys on the keyboard.

ASSESSMENT

- » Make the students aware of duplicate keys such as the Enter key and the number keys.

SUGGESTED CLASS ACTIVITIES

A. Colour the alphabet keys with red colour, number keys with blue colour and special keys with green colour.



B. Look at the given picture of a keyboard. Count and write.



- 1. Number of alphabet keys _____
- 2. Number of number keys _____
- 3. Number of Spacebar keys _____
- 4. Number of Enter keys _____
- 5. Number of Shift keys _____

C. Find the names of different types of keys from the grid and circle them with different colours.

I	C	A	P	S	L	O	C	K	B
O	K	A	E	Y	V	P	M	I	A
M	Y	L	S	O	N	Z	R	T	C
E	O	P	J	T	U	R	L	D	K
R	N	H	N	A	M	Q	O	A	S
S	P	A	C	E	B	A	R	R	P
P	K	B	Z	N	E	P	T	R	A
C	R	E	M	T	R	M	N	O	C
I	A	T	J	E	F	V	U	W	E
L	M	Q	W	R	O	D	W	K	X