



More About the Keyboard

LESSON PLAN

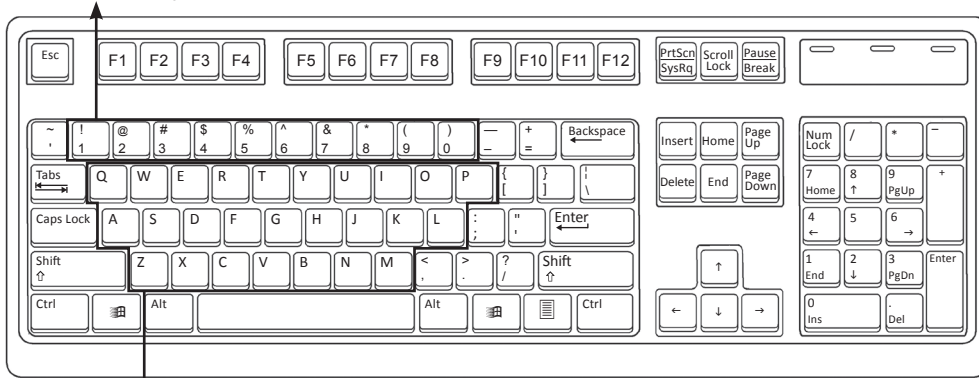
After this lesson, students will be able to:

- » Recall the following:
 - Identify a keyboard
 - Describe the use of a keyboard
 - Identify and classify the following types of keys:
 - Alphabet keys
 - Number keys
 - Special keys:
 - Punctuation keys
 - Symbol keys
 - Spacebar
 - Enter key
 - Arrow keys
 - Delete key
 - Backspace key
- » Identify and use the following keys:
 - Identify
 - Shift key
 - Arrow keys
 - Esc key
 - Home
 - End key
 - Num Lock

WARM UP

Colour the keys of the keyboard (Alphabet keys in red, Number keys in green).

Number keys



Alphabet keys

CHAPTER NOTES

- » There are many different keys on the keyboard.
- » Keyboard is used to type and send data to the computer.
- » Alphabet keys and number keys are used to type letters and numbers.
- » The Spacebar key is used to give space between words.
- » The Enter key is used to go to the next line.
- » The Arrow keys are used to move the cursor up, down, left and right.
- » The Delete key rubs a letter to the right. Backspace rubs a letter to the left.
- » The Shift and Ctrl keys are generally used along with other keys.
- » The Symbol keys are pressed along with the Shift key.
- » The Home and End keys help us to go to the beginning and end of a line.

DEMONSTRATION

- » Demonstration of the following keys:
 - Shift key
 - Arrow keys
 - Esc key
 - Home
 - End key
 - Num Lock

LAB ACTIVITIES

1. When you go to your computer lab, ask your teacher to open the WordPad application. Use your keyboard to write the following:
 - » Your name
 - » Your teacher's name
 - » Your date of birth
 - » Your roll number
 - » Your age

Now use the Caps Lock key to enter the above data.

2. Do the same activity as above, but don't use the Caps Lock key this time. Observe the difference.
3. Press the Enter key once. The cursor will jump to the next line.
Type: I'M IN CLASS II.
4. Type: I LOVE DELHI.

Now watch where the cursor is. It is after the word 'DELHI'. Now with the help of the left arrow key, move the cursor to IL.

Use the Backspace key to delete the words IL.

5. PRACTICE TIME!

Type a few lines about your pet on the computer.

Now select various words each time and try the following keyboard shortcuts. Observe what happens. Write your result in the space provided.

CTRL + A =
CTRL + B =
CTRL + X =
CTRL + N =

ASSESSMENT

» Students should be able to type the given text.

A keyboard is an important part of the computer. It has many keys on it. These keys are used to type letters, numbers and symbols.

There are different types of keys on a keyboard, such as:

- Alphabet keys
- Special Character keys
- Caps Lock key
- Arrow keys
- Delete key
- Number keys
- Spacebar
- Enter key
- Backspace key

SUGGESTED CLASS ACTIVITIES

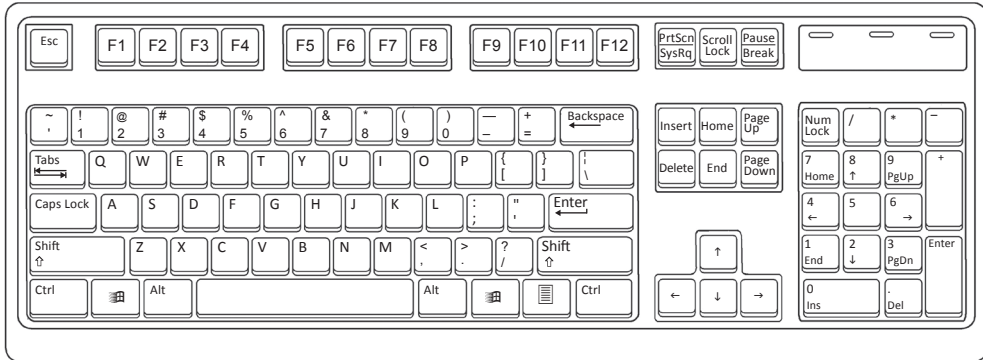
A. Colour the keys in the given figure with the colours mentioned below.

Shift keys – orange

Arrow keys – red

Delete keys – blue

Control keys – pink



B. Match the following.

1. Alphabet key



2. Spacebar



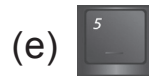
3. Arrow keys



4. Number keys



5. Spacebar



C. Who am I?

(a) I am used to type letters in capital. _____

(b) I am use to erase the character to the right of the cursor. _____

(c) I am used to erase the character to the left of the cursor. _____

(d) I am used to give space between words. _____

(e) I am used to move to the next line. _____