

Let's Type

LESSON PLAN

Lesson Outcomes

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

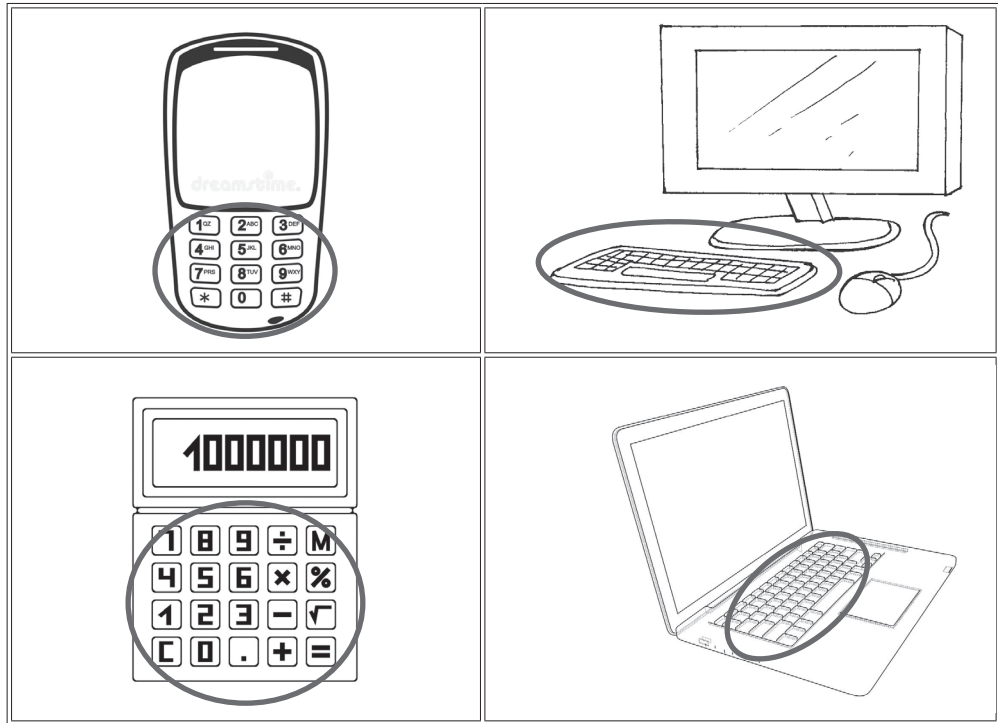
- » Identify the computer's keyboard.
- » State the function of the keyboard.
- » List the different types of keyboards.
- » Classify the keys of the keyboard into different types:
 - Alphabet keys
 - Number keys
 - Special keys
- » Identify and define the function of the following keys:
 - Shift key
 - 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.