

Understanding The Keyboard

Chapter 6: The Keyboard · Topic 1

Key Concept

The keyboard has letter keys (A to Z), number keys (0 to 9), and a big space bar to make a space between words.

There is also an Enter key, which we press to start a new line or confirm something.

Some keys, like Shift and Caps Lock, help us type capital letters, while the Backspace key helps us delete letters we typed by mistake.

Learning where each key is located, without always looking down at the keyboard, is a skill called touch typing, which becomes faster with practice.

Quick Revision Notes

- A keyboard has letter keys, number keys, and a space bar.
- The space bar makes a space between words.
- The Enter key starts a new line.
- We type using the keyboard.
- Shift and Caps Lock help type capital letters.
- The Backspace key deletes mistakes.
- Touch typing means typing without looking at the keyboard.
- Touch typing becomes faster with practice.

Practice Questions

- 1 Practice typing your name using the keyboard.
- 2 Find the space bar and Enter key on a keyboard.
- 3 Type the numbers 1 to 5 using the number keys.
- 4 Draw a simple picture of a keyboard.
- 5 Practice typing a capital letter using Shift.
- 6 Try typing without looking at the keys, just for a few letters.