



Keyboard Usage

Lesson Plan: Class 01 / DL / 03



Overall goal of the lesson: Children will learn the parts of a Computer Keyboard to use a Keyboard to type.

Prior knowledge required: General awareness about the different parts to a computer and Ergonomics while using a computer (Done in P1 and 2)

MODULE 1:

Module time: 35 minutes

Goal: For students to be able to understand the different keys on the keyboard.

Description: For kids to have a understanding of the different keys on the keyboard and to understand the different functions of the commonly used keys.

Material required:

Physical:

1. One copy of the printed keyboard diagram (01-P3-WS) per child.
2. One copy of the poster size keyboard for the teacher to use.
3. One copy of the Worksheet for kids to practice different keys (01-P3-WS) per child

Electronic:

PPT Presentation as reference to help with the typing practice (01-P3-PPT)

Procedure Summary:

1. Distribute the worksheets (01-P3-WS) to the children.
2. Distribute the paper in which their names are written
3. Read through the worksheet and once show the PowerPoint presentation (01-P3-PPT) and walk through with the class on typing on the Keyboard.

Procedure Details:

1. Start the class by talking about what they have learnt earlier – the different parts of a computer and if they remembered what a Keyboard is used for.
2. Remind them about how they should be sitting in a correct posture while using a computer.
3. Ask them if they remembered all the alphabets and if that picture with the keyboard has all the alphabets
4. Make them aware that the Alphabets from A-Z are not in order in keyboard but are placed differently. Very briefly tell them that typewriters were used before computers and the keys on the keyboard were copied from the typewriter.
5. Briefly introduce them to Home row and how fingers should be placed on them.
6. Start with the letter “A” and have them look for the letter in the Keyboard drawing; likewise continue through all the letters till “Z”.
7. Have them open up Notepad
8. Give some random alphabets and have them find it on the keyboard and press that
9. Have them find the “Caps Lock” button and have them press on it and repeat Step 6 and show them how all the alphabets are in Upper Case now.
10. Show them the “Shift Key” and tell them how pressing the Shift key and a letter will make it come in Upper case.
11. Now, show them the “Backspace” and tell them how they can go back and correct if they had made any mistakes
12. Now, it’s time to teach them about “Num Lock” and how the numbers can be typed from there or from the top row. Tell them that it is kind of like an on/off button and it it’s “on” then, the numbers will get displayed and when it is “off”, the corresponding function on displayed on top of the number will happen. Explain about the different arrow key (up, down, left, right),” Home” will take them to the beginning;”

End” will take them to the end of the sentence. Show them what happens when the “Enter” button is hit. Tell them about how sometimes, they have to start a new sentence and pressing the “Enter” button will bring the cursor to next line.

13. Next, it’s “Space Bar” key, demonstrate to make them understand that there has to be space between words. Type a sentence with no space between the words and between the words to they can understand.
14. Now, have them try typing different words using Caps Lock, Num Lock, Backspace, Enter and the other keys that they have learnt about.
15. Check to see if they can remember the order of the alphabets in a keyboard.

Assessment:

Explain about the different keys on the keyboard

Information Broadcast: In Computer Science, the children learnt about the different keys on a keyboard and practiced typing their name in Upper and Lower case and understand the functions of the commonly used keys.