



Keyboard

Lesson Plan: Class 02 / DL / 03



Overall goal of the lesson: To get familiar with the keyboard, practice typing positions and introduction to MS Word

Prior knowledge required: Keyboard / mouse basics, cursor

Material Required: Computer

Physical:

Electronic: 02-DL-03-PPT

Procedure Summary:

1. Introduce the need for learning to type properly
2. Practice basic typing
3. Open Word and type a small letter
4. Worksheet

Procedure Details:

1. Does everybody know Notepad? Can you all start Notepad? OK – now type the word ‘glass’. Wait a few seconds and ask – did everybody type glass? Answer – yes. Ok, did anyone type without looking at the keyboard? Expected answer – no!
2. Do you want to learn how to type without looking at the keyboard? Expected answer – yes! Why? Try and get the answer from there – they need to look at the screen and the keyboard – if they have to look only at the screen it will be faster and more efficient.
3. Show the keyboard – let them compare with the one they use.
4. Identify different types of keys on the keyboard – let them repeat and revise them and let them locate those keys on their own keyboards.
5. Now let’s learn how to type! Let’s learn the HOME position. Get the children to place their hands on the keyboard as described. Make sure all of them can feel the bump on the F and the J keys. Make all the children practice closing their eyes and getting into the Home position! It is OK if the students’ hands do not reach the keys in one go. The idea is to make sure that students use the correct fingers on specific keys.
6. Now let them type whichever key is under their fingers – starting from the left little finger one by one till the right little finger. They should say each key out loud. Repeat this several times till they know by heart which key is under which finger. (Task 2)
7. Practice – call out random letters only from the middle row and let the children type without looking at the keyboard. How will they type G? Check they intuitively do it and correct if necessary. Introduce the closest finger idea. Ask them to type H – see how many can do it with the correct finger, i.e., right index finger.
8. Now class, can everybody type glass again, this time without looking at the keyboard?! See if they’re able to do it.
9. Task 4 – practice typing some more words using letters from the middle row without looking at the keyboard.
10. Introduce the backspace and delete keys. Make sure they know the difference between the two. They should use right little finger for both keys.
11. Emphasise that the thumbs never move. The right thumb presses the spacebar but the left thumb does nothing. Now – for all the other letters, explain which fingers should be used – the closest finger moves to

the letter in the row above or below. Emphasise that the fingers always return to the home position. Call out letters and for each one the finger to be used.

12. Recap the finger positions
13. Introduce the SHIFT keys. How to do capital letters.
14. How to type keys like &, %, * and so on.
15. Task 5 – start up MS Word. It creates a new document. Tell the kids about the letter they should write.
Ask them to substitute bicycle with whatever they want and write their own name at the end.
16. Give them time to finish the letter – make sure they find all the keys they need.
17. Introduce idea of paragraph, indents – demo indents – increase / decrease and also how to type punctuation marks.
18. Recap what we learned.
19. Distribute and discuss the worksheet.