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## Computer Foundations Keyboarding

- Student will have Touch Typing training for 6 weeks that will prepare them to....
  - Be familiar with the history and purpose of typing.
  - Apply the Digital Keyboarding Standards, which include word spacing, one space after punctuation and inserting grammar symbols.
  - Type 20 wpm with no more than to 2 errors.



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## Who's Typing & Why???




A businessman entering company information for his job.




A baby playing with ABC toy computer.




The school secretary sending letter home to your parents.



A mother finishing her work at home so she can spend time with her child.



Ms. Lowery's Computer Foundation Class students



A student completing her school work.

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## History of Keyboard



- The keyboard was design after the type-writer.
- The first practical and modern type-writer was invented in the 1867. It had type-bars on the bottom that stoked in an upward motions to leave an impression on the paper.
- The arrangement of the first type-writer was that all the keys were in alphabetical order. Therefore, when you started typing the type-bars usually jammed together.
- The accredited father of the typewriter was a Wisconsin newspaperman, editor, politician, and anti-slavery agitator named Christopher Latham Sholes.

Agitator: one who stirs up public feeling on controversial issues.




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## Two Major Keyboard Styles

QWERTY



Dvorak




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## QWERY Keyboard

- In 1867, Christopher Latham Sholes, a Milwaukee printer, filed a patent application for a mechanical writing machine
- QWERY keyboard is named for the first six keys in the third row.
- The layout of the QWERY keyboard was designed to separate letters.




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## Dvorak Keyboard



- During World War, the US Navy conducted experiments and discovered that the Dvorak layout increased typing productivity.
- Dvorak keyboard, patented in 1932, the Dvorak keyboard was designed to have a more comfortable hand position than the Qwerty keyboard and increase typing speed.
- Retraining to a Dvorak method from a Qwerty method is estimated to take about 2 weeks.




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## Know Your Keyboard Parts

(QWERTY Layout)

Function Keys



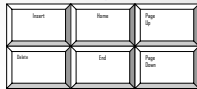
Typewriter Keys



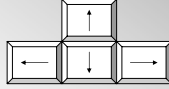
Numeric Keypad



Editing Keys



Cursor Control Keys




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## Why Should you to Touch Type?



School Work

- ✓ Complete work faster
  - Reports
  - Project Labels
  - Journal writings
- ✓ "A" students turn in work that is neat & legible.

Future Jobs

- ✓ Most employers give a typing test as a part of the interview procedure.
- ✓ Typing 45 WPM is the average that most jobs require.
- ✓ Typing may just be apart of your job, therefore quickly completing your typing will prove beneficial in your work day.




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## Correct Seating Position

### Fingers

Lightly touch the keys when typing  
*(don't bang the keys)*  
Keep your fingers over the home keys while typing

### Back

Sit straight-up in your chair. Chair height should be adjusted to provide comfortable lower back support.



### Body

Center your body with the lettered part of the keyboard

### Elbows

Your elbows should be bent in an open 90 degree angle or greater.

### Wrist

Keep wrist in a neutral (straight-not bent up or down) position.

### Feet

Your feet should be flat on either the floor or a footrest.

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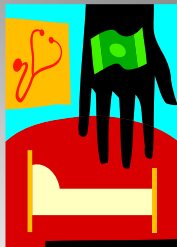
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## Health Concerns

- Carpal Tunnel Syndrome
  - Correct Touch Typing Position
  - Taking Breaks Every 20 Minutes
- Lower Back Pain
  - Adjusting Chair Height
  - Sitting straight-up in your chair
- Vision Stress & Headaches
  - Take breaks
  - Adjust monitor/ Add a monitor screen



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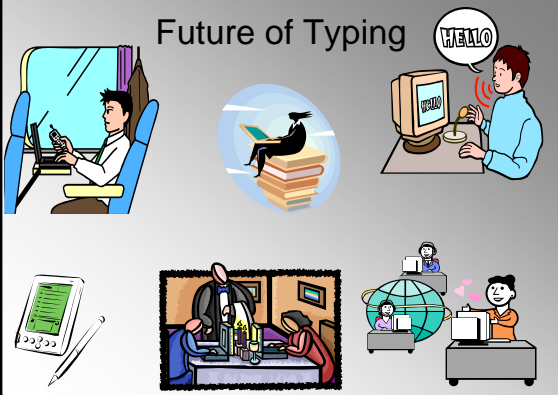
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## Future of Typing



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