



# PERSONAL COMPUTERS KEYBOARD SKILLS



# KEYBOARD SKILLS

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- ✘ Start Word Pad
- ✘ Type Using The Keyboard
- ✘ Correct A Typing Error
- ✘ Type Capital Letters
- ✘ Make A New Line
- ✘ Type Various Special Characters
- ✘ Move The Cursor
- ✘ Start A New Text
- ✘ Stop Word Pad

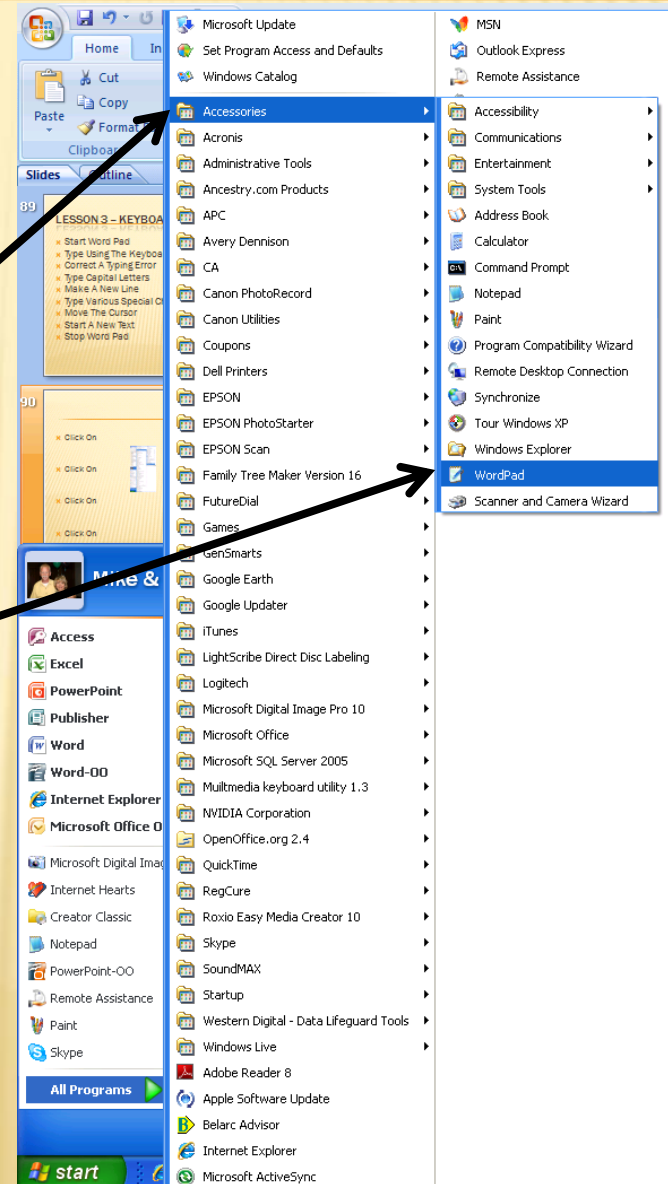


# STARTING WORDPAD

- ✘ Click On Start
- ✘ Point To All Programs
- ✘ Point To



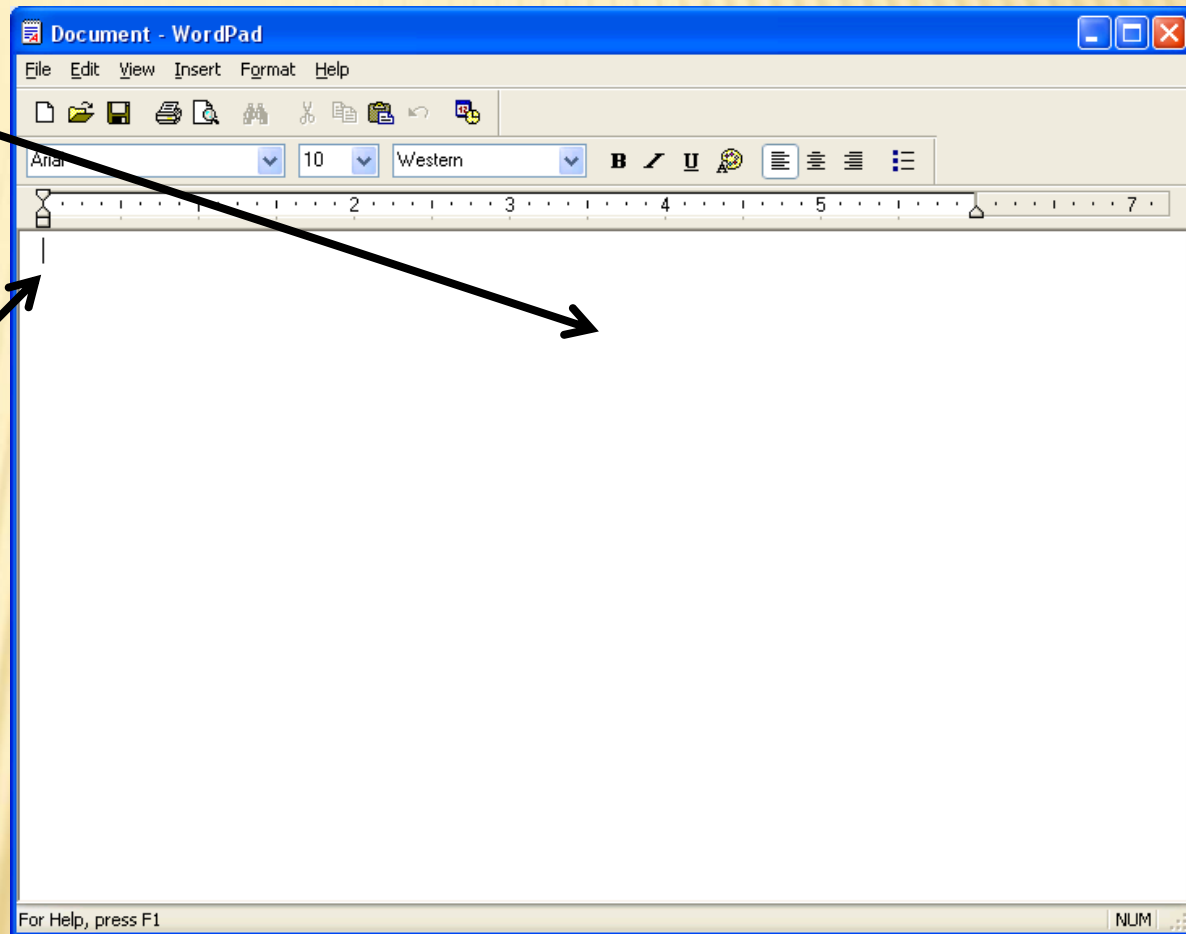
- ✘ Click On





# WORDPAD OPENING WINDOW

- ✘ Text You Type Will Appear In White Box
- ✘ White Box Is Like Blank Sheet Of Paper
- ✘ At Top Left, See Short Blinking Line – This Is The Cursor





# THE KEYBOARD

- ✘ Additional Keys For PC Use

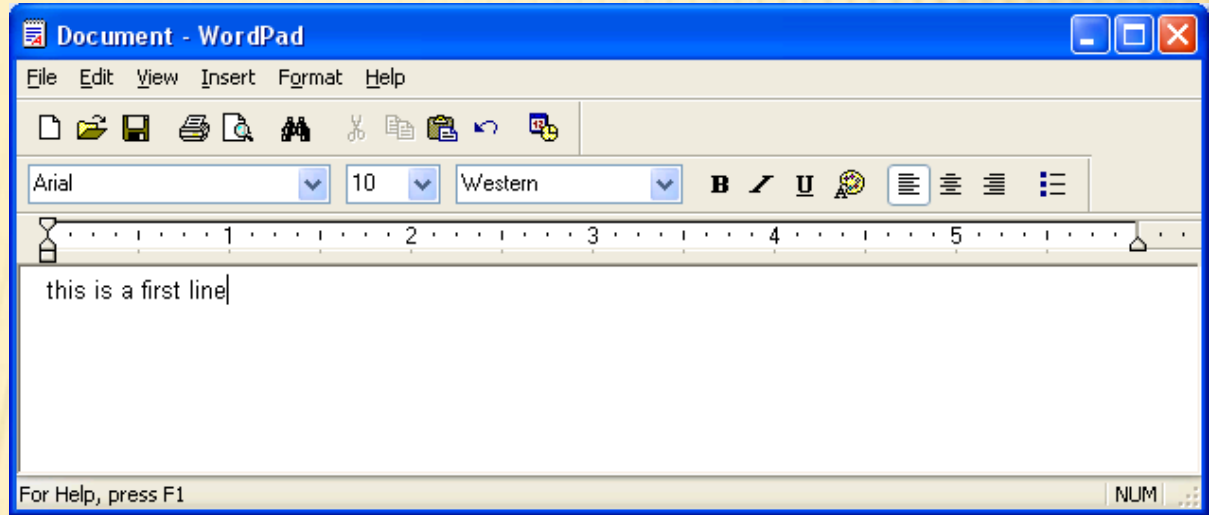


- ✘ Position Of Letters Same As Typewriter
- ✘ Over 100 keys

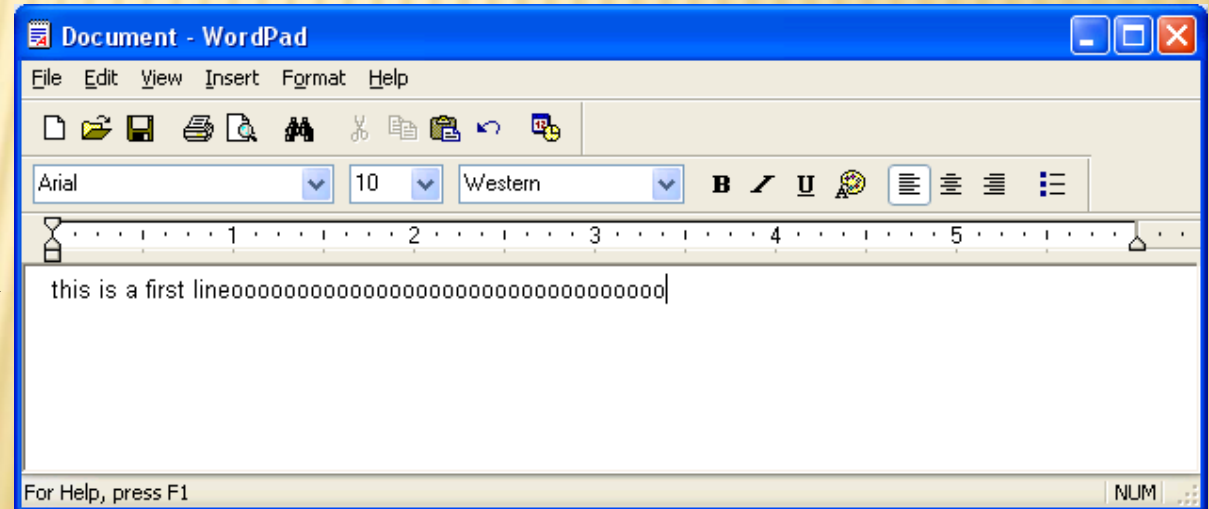


# START TYPING

- ✘ Type: *this is a first line*




- ✘ Press the "o" key and hold





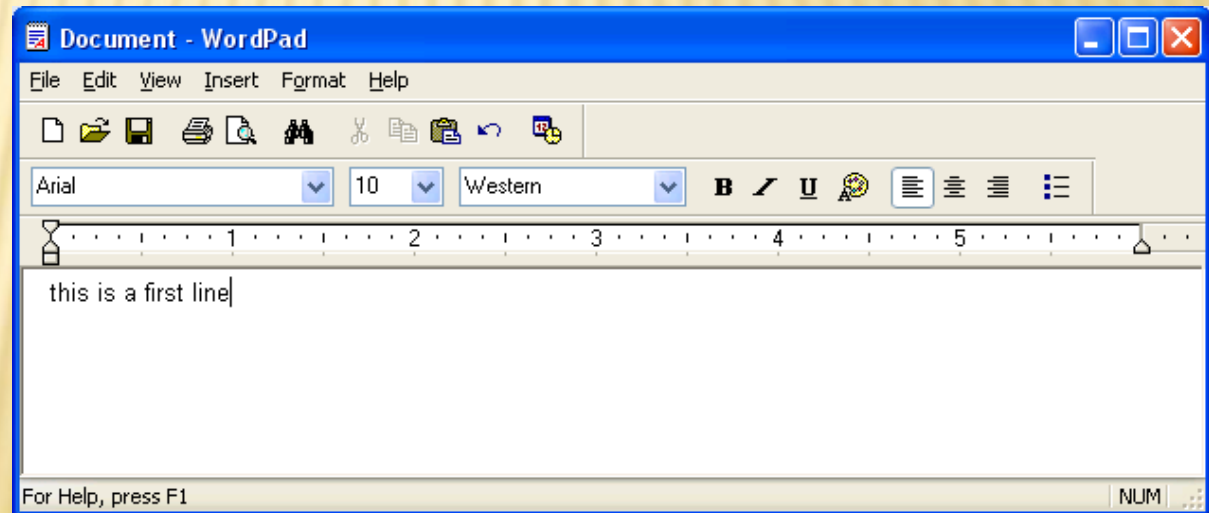
# CORRECTING ERRORS

- ✘ Please Do Not Use Liquid Paper Or Correction Tape On Your Monitor

- ✘ Use  Backspace Key To Remove All Of The “o’s”



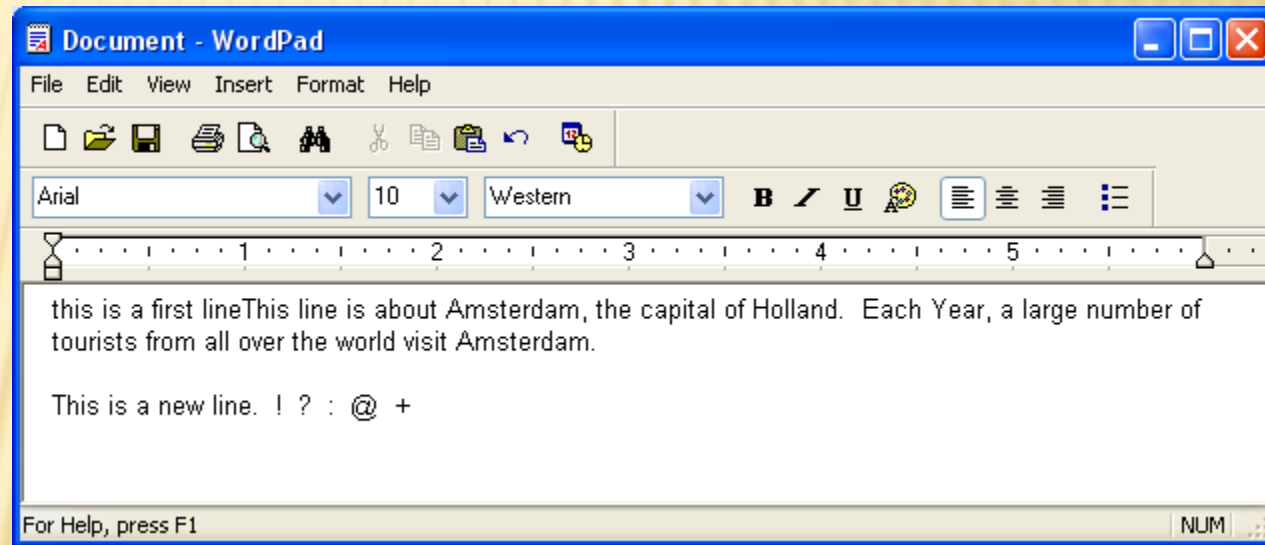
- ✘ Note: Backspace Key Is A Repeat Key Also. Don't Press Too Long!!





# CAPITAL LETTERS, NEXT LINE, NEW LINE

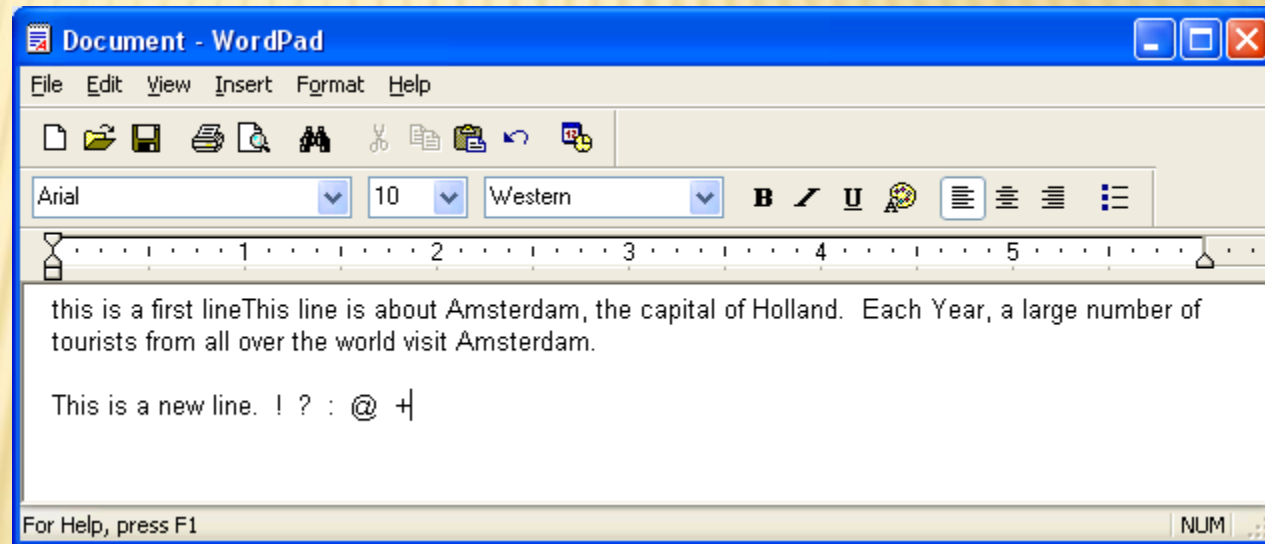
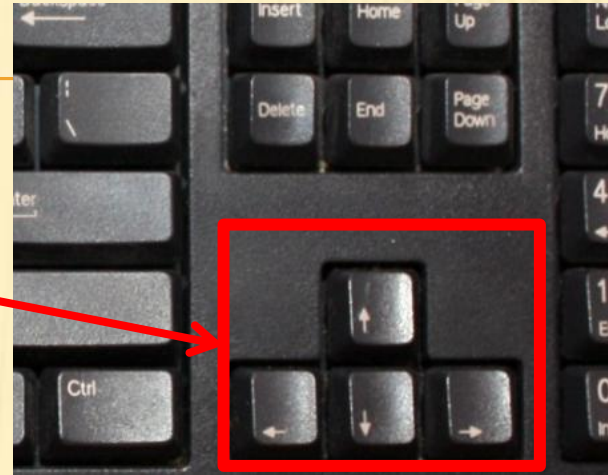
- ✘ Type Using Shift Key To Capitalize Where Necessary:  
*This line is about Amsterdam, the capital of Holland. Each year, a large number of tourists from all over the world visit Amsterdam.*
- ✘ Text Wraps Automatically
- ✘ Press Enter To Start New Line
- ✘ Type:  
*This Is A New Line.*
- ✘ Type: ! ? : @ +





# CURSOR KEYS

- ✘ Four Special Cursor Keys – Cursor Left, Right, Up, And Down
- ✘ Cursor Is Blinking After The +
- ✘ Press Up Key Three Times
- ✘ Cursor Moves To Top Line
- ✘ Press Right Key Until Cursor Moves To The Second Line





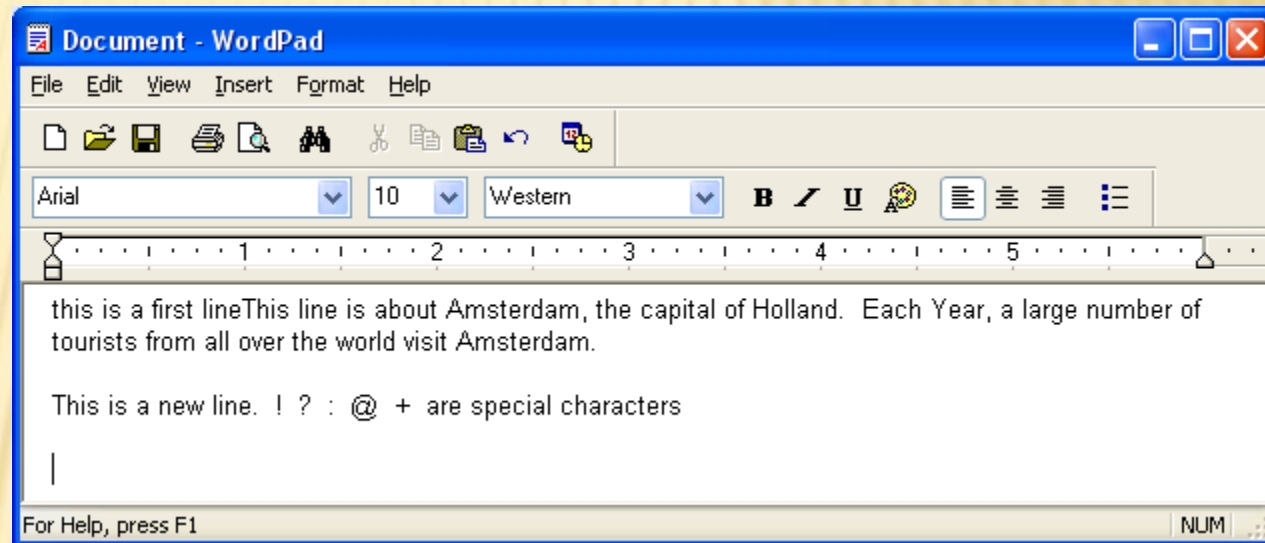
# BEGINNING AND END OF TEXT

✘ Press Left Key  
Until Cursor At  
Beginning Of Top Line

✘ Press Down Key  
Until Cursor On  
Bottom Line

✘ Press Right Key  
Until Cursor At  
End Of Last Line

✘ Type: are special characters



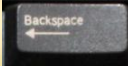


# CORRECTING MISTAKES

- ✘ Use Left Key To Move Cursor In Front Of @

- ✘ Use  To Erase ! ? And :

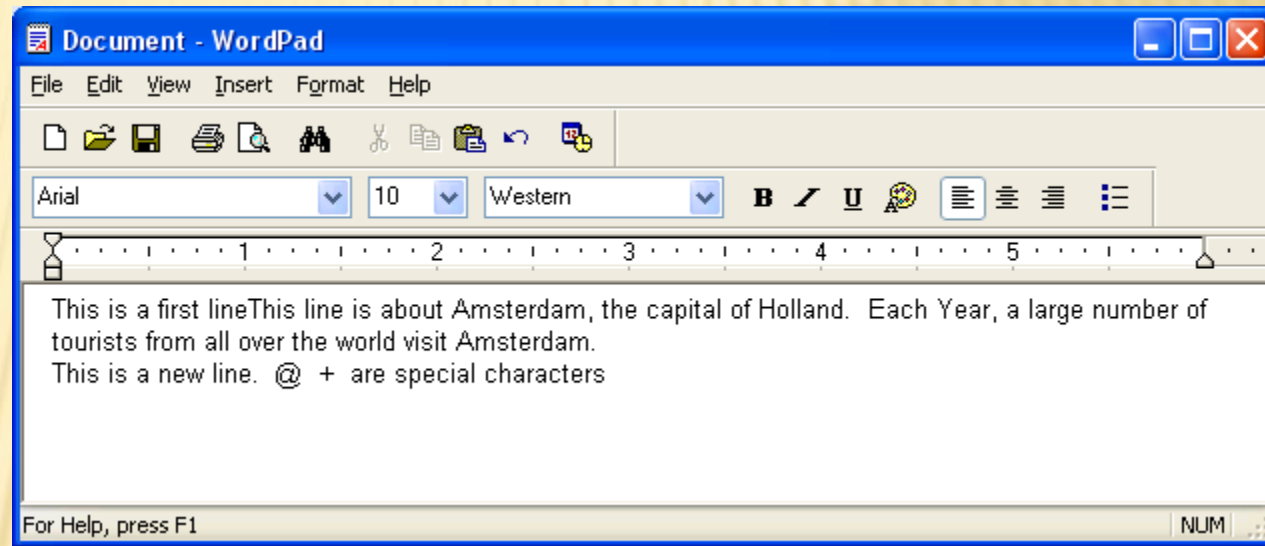
- ✘ Use Up and Left Key To Move Cursor Behind Very First Letter t

- ✘ Erase t With 

- ✘ Type Capital T

- ✘ Using Down and Right Keys, Move Cursor To Beginning Of Fourth Line

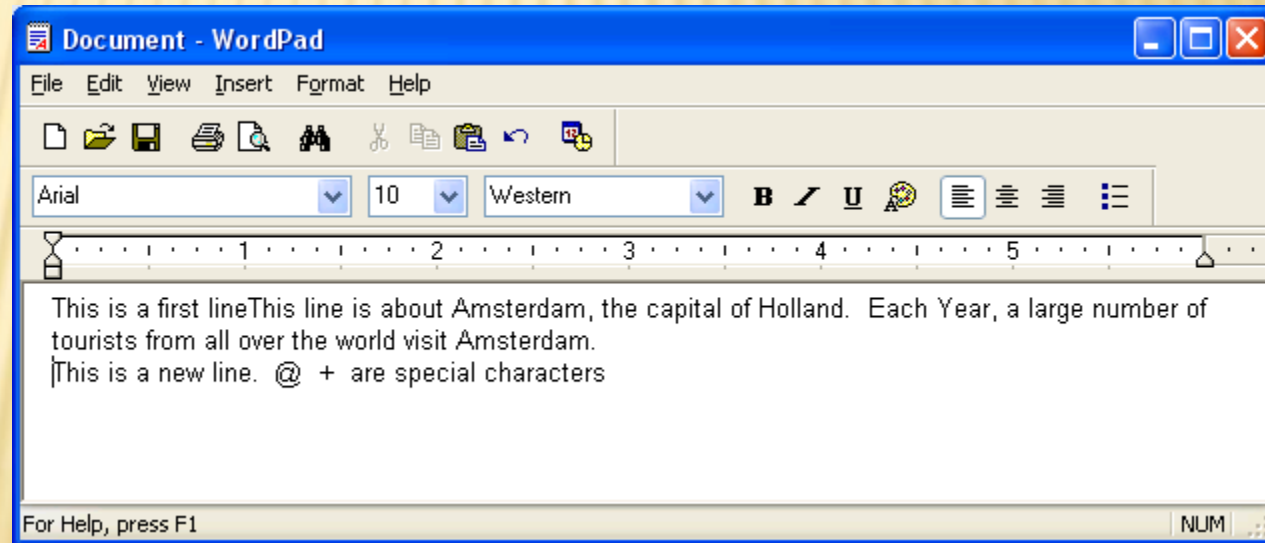
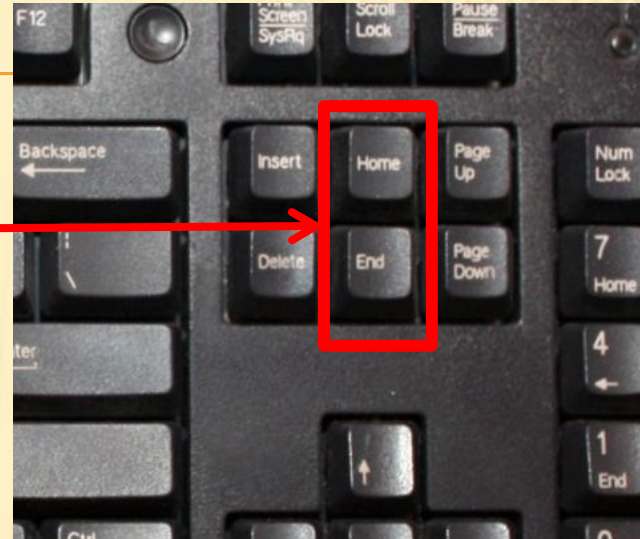
- ✘ Press  To Remove The Empty Line





# MAKING JUMPS

- ✘ Home And End Keys
- ✘ Home Moves Cursor To Beginning Of Line
- ✘ End Moves Cursor To End Of Line
- ✘ Press End
- ✘ Press Home
- ✘ Press End Again





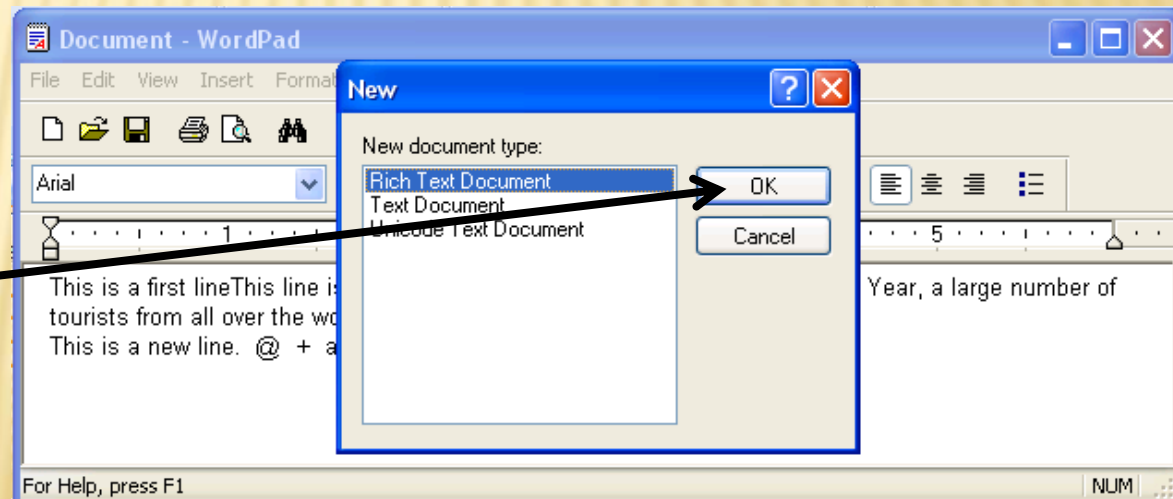
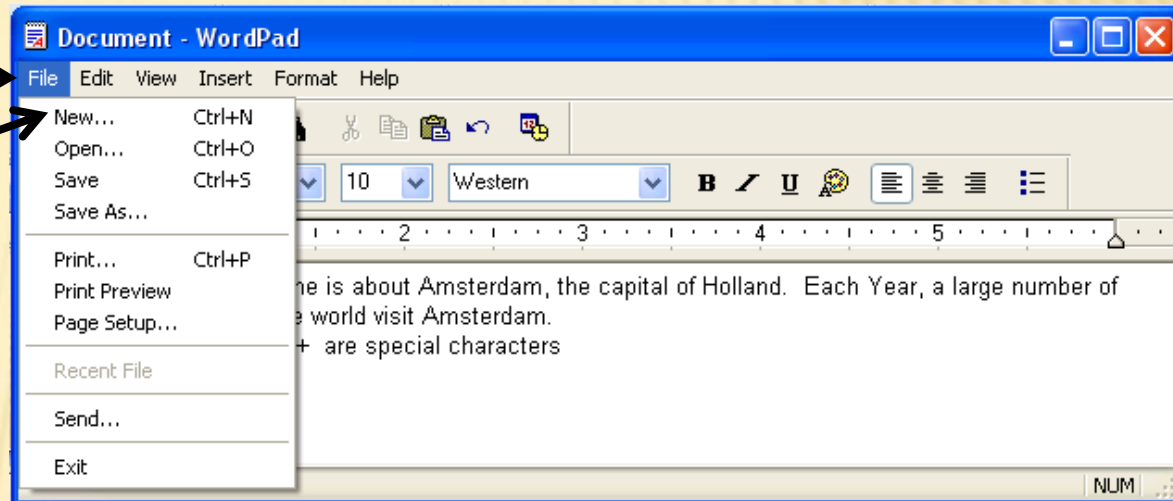
# STARTING A NEW TEXT

✘ Click On File

✘ Click On New

✘ Rich Text Document  
Is What You Want

✘ Click On OK

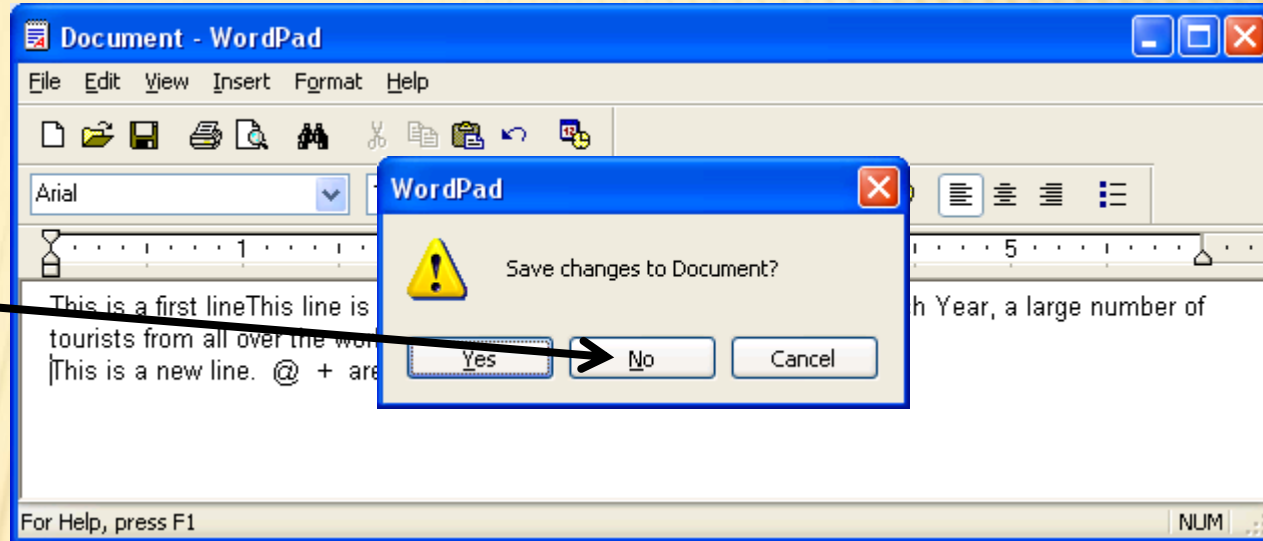




# STARTING A NEW TEXT – CON'T

✘ Do Not Save Changes

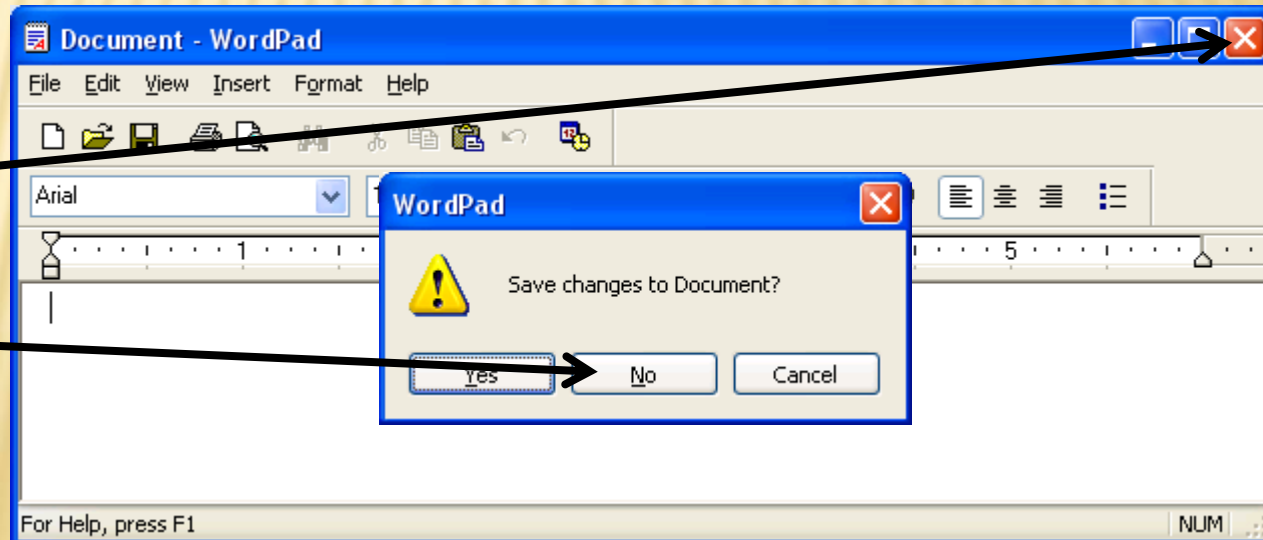
✘ Click On No



✘ New, Empty Frame

✘ Close WordPad

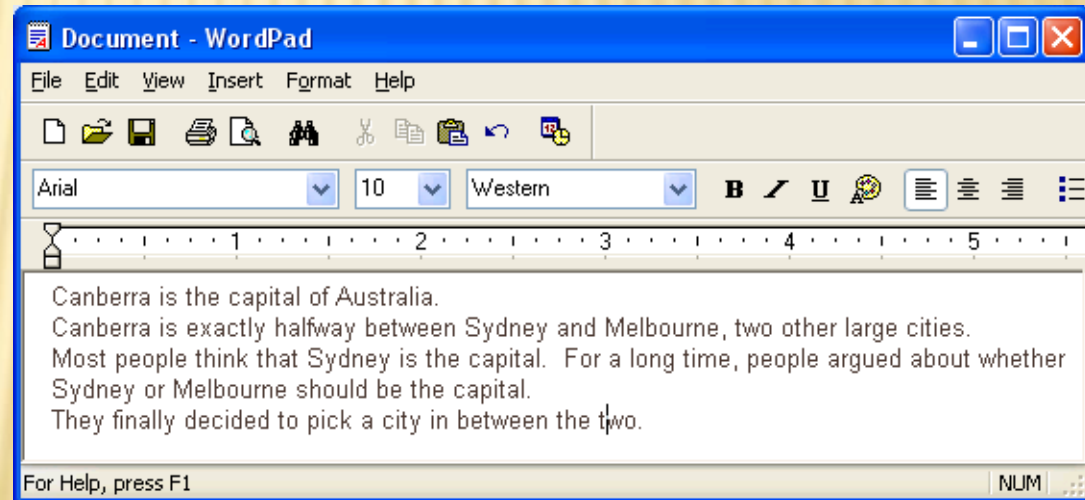
✘ Click On No





# EXERCISE – TYPING A TEXT

- ✘ Start WordPad
- ✘ Type The Following Text:  
Canberra is the capital of Australia.  
Canberra is exactly halfway between Sydney and Melbourne, two other large cities.
- ✘ Move The Cursor To The End Of The First Line
- ✘ Make A New Empty Line
- ✘ Type: Most people think that Sydney is the capital.
- ✘ Move The Cursor To The End Of Last Line Of Text
- ✘ Type: For a long time, people argued about whether Sydney or Melbourne should be the capital.  
They finally decided to pick the city in between the two.
- ✘ In Last Sentence: Erase the and type a
- ✘ Move the Cursor To The Beginning Of The Line
- ✘ Move the Cursor To The End Of The Line
- ✘ Start A New Text And Don't Save The Changes
- ✘ Close WordPad





# EXERCISE - CORRECTIONS

- ✘ Start WordPad
- ✘ Maximize The WordPad Window
- ✘ Type The Following As Shown:  
Many people drink tea in the us. It is not as important hear as in other contries where a ceremony is made of drinkingtee, like in japan. They pay much closer attention to the qality of the te. Other exampels of these countries are china and Inglad.
- ✘ Correct The Following Mistakes:  
Many people drink tea in the **US**. It is not as important **here** as in other **countries** where a ceremony is made of drinking **tea**, like in **J**apan. They pay much closer attention to the **qu**ality of the **tea**. Other **examp**les of these countries are **C**hina and **E**ngland.
- ✘ Start A New Text And Don't Save The Changes
- ✘ Close WordPad



# NEEDED FOR NEXT CLASS

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- ✘ Needed For Folders, Documents, Files And Backup
  - + USB Memory Stick
  - + Can Buy Almost Anywhere
    - ✘ Best Buy
    - ✘ CVS Pharmacy
    - ✘ Sam's Club / Wal-Mart
  - + Approximately \$15 - \$20 For 2 Gig Stick
  - + Any Size Will Work