

Learner Full Name: \_\_\_\_\_

School: \_\_\_\_\_

Class: \_\_\_\_\_

Workstation Device: \_\_\_\_\_

Station #: \_\_\_\_\_

## Session 2: Keyboard Mastery & First Typing

In Session 1, you learned how to start up your computer safely and guide the pointer using the mouse or touchpad. Today, we conquer the **Keyboard**—the tool you use to write stories, calculate numbers, and give commands to the machine.

### 1. Ghanaian Wisdom: "Tikro nkɔ agyina" (One head does not hold council)

Our elders teach that one person alone cannot do all the thinking; we need each other. Typing is the same: beginners often "chicken peck" with a single index finger, searching for letters slowly. Today, you will learn to rest **all 10 fingers** on the keys so they share the work and typing becomes fast, relaxed, and natural.

### 2. Desktop Keyboard vs. Laptop Keyboard

#### Desktop Keyboard (Full-Sized)

Has wide spacing between keys. On the far right side, it includes a separate **Numeric Keypad** (a block of number keys like a calculator). Connects with a USB wire.

#### Laptop Keyboard (Compact)

Built directly into the laptop chassis. To save space, the number keys run in a single row across the top, and it includes a special  (Function) key to adjust screen brightness and volume.

### 3. The Four Major Keyboard Zones

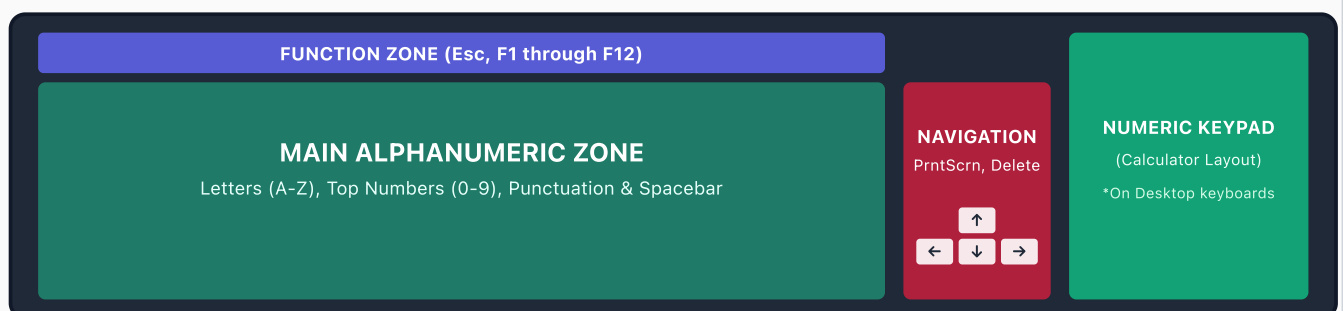


Figure 2.0: Major zones of a computer keyboard. 90% of your daily schoolwork happens in the Main Alphanumeric Zone.

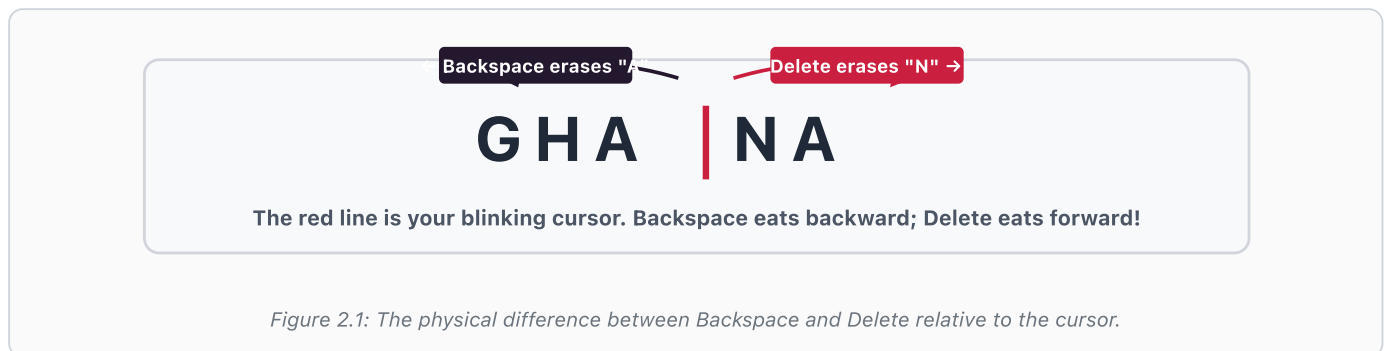
## 1. Keys That Control Your Writing

Before typing words, you must know what the special control keys do:

| Key on Board                                    | What Happens When You Press It                                                        | Everyday Life Analogy                                             |
|-------------------------------------------------|---------------------------------------------------------------------------------------|-------------------------------------------------------------------|
| <b>Spacebar</b><br>(Long bar at bottom)         | Inserts one empty space between words.<br>Tap once with either thumb.                 | Like lifting your pencil to leave a gap between words on paper.   |
| <b>Enter ↵</b><br>(Large key on right)          | Drops your cursor down to start a <b>brand-new line</b> . Also confirms an action.    | Like moving down to the next blue line in your exercise notebook. |
| <b>Backspace ←</b><br>(Top-right of main block) | Erases the character directly to the <b>LEFT</b> of the blinking cursor.              | Like an eraser wiping out the last letter you just wrote.         |
| <b>Delete</b><br>(Near navigation arrows)       | Erases the character directly to the <b>RIGHT</b> of the blinking cursor.             | Like pulling forward the next letter and wiping it out.           |
| <b>Caps Lock</b><br>(Left side middle)          | Locks typing into <b>ALL CAPITAL LETTERS</b> .<br>An indicator light turns on.        | Like turning on a megaphone: EVERYTHING BECOMES BIG!              |
| <b>Shift ↑</b><br>(Left and Right sides)        | <b>Hold down Shift</b> while tapping a letter to make just <b>one</b> capital letter. | Like writing a capital letter at the start of a sentence or name. |

## 2. Backspace vs. Delete: The Great Confusion

Beginners often mix these up. Study this diagram closely:



## 3. Check Your Knowledge

**Scenario:** You type the sentence: Kwesi loves computerrr. The blinking cursor is at the very end of the word (after the last 'r'). Which key do you tap, and how many times, to remove the extra letters?

## 1. Finding Home Row Without Looking Down

Close your eyes. Put your index fingers on the keyboard and slide them across the middle row. Do you feel the **tiny raised plastic bumps**?

- Your **Left Index Finger** rests on the bump on key **F**.
- Your **Right Index Finger** rests on the bump on key **J**.

These bumps are your anchors. Every other finger lines up naturally beside them!

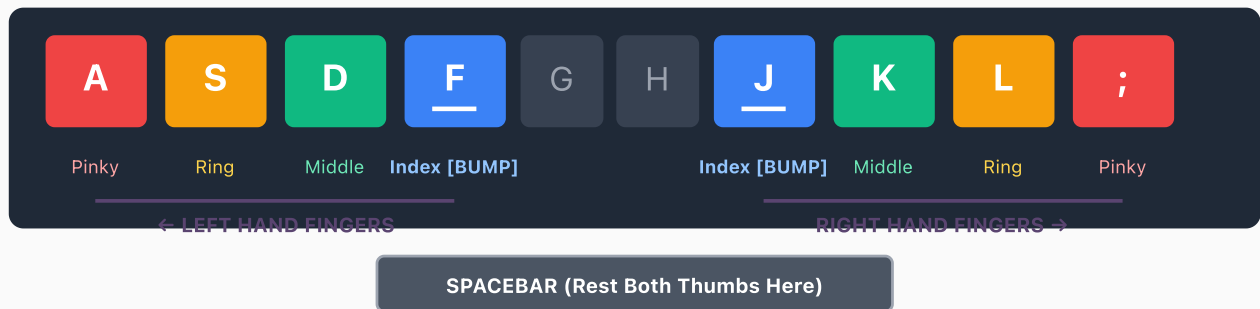


Figure 2.2: Home Row Finger Positions. Each finger has its own home key. Curved fingers, wrists off the desk!

## 2. Posture & Wrist Health

### 💡 TYPING LIKE A PIANIST

Curve your fingers gently like you are holding a small egg in each palm. **Do not rest your wrists flat against the desk while typing!** Keep your wrists floating slightly so your hands can move freely without strain.

## 3. Tactile Anchor Check (Physical Verification)

- ☐ I closed my eyes and successfully felt the raised ridge on key **F** with my left index finger.
- ☐ I closed my eyes and successfully felt the raised ridge on key **J** with my right index finger.
- ☐ My thumbs are resting gently on the **Spacebar** without pushing it down.

## 1. Making Capital Letters: Shift vs. Caps Lock

### When to Use the SHIFT Key (95% of the time)

Use **Shift** when you need **only one capital letter** (like the first letter of a name or sentence):

1. Hold down **Shift** with your left or right pinky finger.
2. Tap the letter key once with the other hand.
3. Release the **Shift** key immediately.

*Example:* Holding Shift and tapping k types capital K.

### When to Use the CAPS LOCK Key

Use **Caps Lock** **only** when you need to type an entire paragraph or acronym in capitals (e.g., GHANA or UNESCO):

1. Tap **Caps Lock** once. A small green/amber light turns on.
2. Type your words (they will all be capitals).
3. **Remember to tap Caps Lock again** to turn the light off!

## 2. Typing the "Top Symbols" on Keys

Look at the number row at the top of your keyboard. Each key has **two characters** printed on it:

Shift] + press this key  
presses the TOP symbol: "!"



Normal single press  
Types the BOTTOM sym

Figure 2.3: How two-symbol keys work. Shift always unlocks the symbol sitting on top!

## 3. Panic Button / Troubleshooting

### 🚨 PROBLEM: Everything I type is screaming in ALL CAPS!

Look down at your keyboard. Find the **Caps Lock** key on the left. There is a tiny glowing LED light on the key or near the top right of the keyboard. Tap **Caps Lock** once to turn off that light. Now type again—your lowercase letters are back!

### 💡 PROBLEM: As I type new letters, my existing words are disappearing!

In some programs (for example Word with overtype turned on, or LibreOffice), the **Insert** (or **Ins**) key switches on Overtyping mode. Tap **Insert** once to switch back to normal typing.

## 1. Launching Your Writing Tool: Notepad

Follow these steps to open the computer's simplest digital writing pad:

- 1 Click Start:** Move your pointer to the bottom-left corner of the screen and click the **Start** button once.
- 2 Search:** Without clicking anything else, type the word notepad on your keyboard. A search box will automatically open and find the program.
- 3 Open:** Press the **Enter** key once. A blank white window with a blinking vertical line (cursor) will appear!

## 2. Guided Typing Drills (Type Inside Notepad)

Place your fingers on the Home Row anchors ( **F** and **J** ). Type each drill line exactly as shown:

| Exercise                  | What You Must Type in Notepad     | Skills Practiced           |
|---------------------------|-----------------------------------|----------------------------|
| <b>Drill 1: Anchors</b>   | asdf jkl; asdf jkl;               | Home row finger discipline |
| <b>Drill 2: Shift Key</b> | Ghana Accra Kumasi Tamale         | Capitalizing proper names  |
| <b>Drill 3: Spacing</b>   | I am learning with BIH Tech Club. | Spacebar, period, capitals |
| <b>Drill 4: Symbols</b>   | Welcome! Ready? 100% yes!         | Holding Shift for !, ?, %  |

## 3. Double-Click & Drag Practice

Practice these two essential pointer techniques inside your Notepad document:

### Double-Click to Select a Word

Move your mouse (or glide your touchpad finger) until the I-beam cursor touches the word Ghana that you typed.

**Quickly tap twice:** *Click-Click!*

*Observation:* The entire word highlights in blue. When text is highlighted, any new key you tap replaces it immediately.

### Click-and-Drag to Highlight

Place your pointer just before the letter W in Welcome.

**Click and HOLD** the left button down. While holding it, slide your pointer to the right over the word. Let go.

*Observation:* You have manually highlighted a selection of text!

## 1. Finger-to-Key Mapping Challenge

Draw a line connecting each finger on your left hand to its correct Home Row key:

- |                    |                                 |
|--------------------|---------------------------------|
| Left Pinky Finger  | • Key [ D ]                     |
| Left Ring Finger   | • Spacebar                      |
| Left Middle Finger | • Key [ A ]                     |
| Left Index Finger  | • Key [ F ] (with tactile bump) |
| Either Thumb       | • Key [ S ]                     |

## 2. Written Review Questions

**Question 1:** Why is it better to use the **Shift** key instead of **Caps Lock** when typing a person's name like "Kofi"?

**Question 2:** What is the difference between what **Backspace** does and what **Delete** does?

**Question 3:** Name the two keys that have tiny raised bumps to guide your index fingers:

## 3. Self-Assessment & Mentor Sign-Off

Tick the column that reflects your confidence at the end of Session 2:

| Typing & Interaction Skill                                                            | With Help             | Almost Alone          | All By Myself!        |
|---------------------------------------------------------------------------------------|-----------------------|-----------------------|-----------------------|
| 1. I can find the Home Row bumps on F and J with my eyes closed.                      | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 2. I can use the Shift key to type single capital letters and symbols like ! and ?.   | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 3. I can correctly erase typos using Backspace without deleting whole sentences.      | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 4. I can open Notepad, type a complete sentence, and double-click to highlight words. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

**Mentor Signature:** \_\_\_\_\_

**Date Completed:** \_\_\_\_\_