

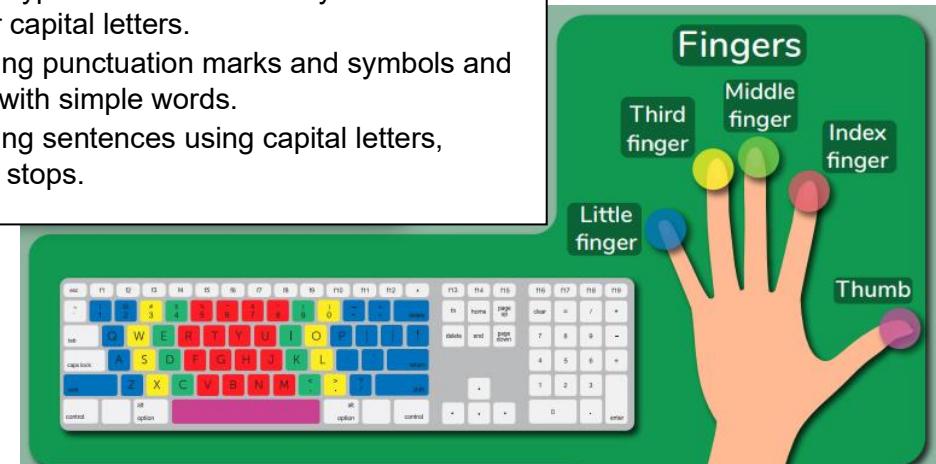


Touch Typing

Bottom keys	The row of letters on a keyboard below the home row.
Home keys	The middle row of letters on the keyboard where your fingers rest when you are not typing.
Keyboard	A device with a set of keys that you press to type letters, numbers, punctuation and commands into a computer.
Number Row	The horizontal row of number keys found at the top of the keyboard.
Posture	The position in which someone holds their body when sitting or standing.
Shift key	A special key on the keyboard that you hold down while pressing another key to make a capital letter or symbol.
Space bar	The long key at the bottom of the keyboard that makes a space between words when typing.
Top keys	The row of letters on a keyboard above the home row.
Typing	The action or skill of writing something by means of a typewriter or, in this case, a computer.

Key Learning

- To learn the correct positioning on the keyboard and understand when to use the left or right hand.
- To learn how to type numbers accurately and to use the shift key for capital letters.
- To practise typing punctuation marks and symbols and build accuracy with simple words.
- To practise typing sentences using capital letters, spaces and full stops.



Key Images

