KEYBOARDING TECHNIQUES

Objectives:

In this chapter students will be able to:

1. Define keyboarding
2. Identify the device used for keyboarding
3. Identify different types of keyboards
4. Adopt the correct posture when typing
5. Use the correct finger for each letter on the keyboard
6. Combine keys to type words accurately and quickly

Definition:

Keyboarding is the art of typing the keys on the keyboard skillfully and professionally.

The keyboard is used to undertake keyboarding drills. To acquire speed and accuracy when typing, students should master keyboarding drills. Through the correct posture and the correct placement of the fingers on the home keys on the keyboard, students can gradually and confidently build speed and accuracy.

Types of keyboards:

There are different types of keyboards.

1. Wireless Keyboard
2. Flexible Keyboard
3. Normal or regular keyboard

Parts of the Keyboard:

The keyboard is made up of various keys, these include:

1. The function keys
2. The Qwerty Keys
3. The Numeric Pad
4. The Navigation Keys
5. Alt and Control keys
6. Space Bar
7. Tab Key
8. Left and Right Shift Keys
9. Caps Lock
10. Enter Key
11. Backspace