



## Computer typing – getting to know the keyboard

### Getting to know the keyboard

The standard computer keyboard is called the QWERTY keyboard, so-called because this is a letter sequence on the keyboard. Can you find these letters on your keyboard?

Many people use one finger when starting to use a keyboard. But with touch typing you can learn to use all your fingers so that you're able to type faster. It's useful to start practising touch typing as soon as you can.

Have a look at your keyboard. The home keys are **A S D F** for the left hand, and **J K L ;** for the right hand. When touch typing, always begin with your fingers on the home keys. From this position you reach for all the other keys. See the diagram below to check which fingers are used to type each letter. Here are some basic instructions to get you started:

- To type in lower case, press a letter key.
- To type numbers, press a number key.
- To type a capital letter, press and hold the shift key and then press the letter key. Use your little finger to press the shift key. Some keys have more than one letter, number or symbol. Press and hold the shift key to get the top symbol.
- Use the space bar at the bottom of the keyboard when you want single spaces between words. Use your thumb for the space bar.

This diagram shows which fingers are used to type each letter:

