

Unit: 3.4

Touch Typing

Key

- To introduce typing terminology.
- To understand the correct way to sit at the keyboard.
- To learn how to use the home, top and bottom row keys.
- To practise typing with the left and right hand.

Key Resources



Key Vocabulary

Posture

The correct way to sit at the computer.

Top row keys

The keys on the top row of the keyboard.

Home row keys

The keys on the middle row of the keyboard.

Bottom row keys

The keys on the bottom row of the keyboard.

Space bar

The bar at the bottom of the keyboard.

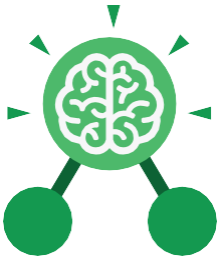
Key Questions

Why should I have a good posture at the computer?

A good posture is important to help you avoid any injuries that come from repeatedly using the computer incorrectly.

Why should I type certain keys with certain fingers?

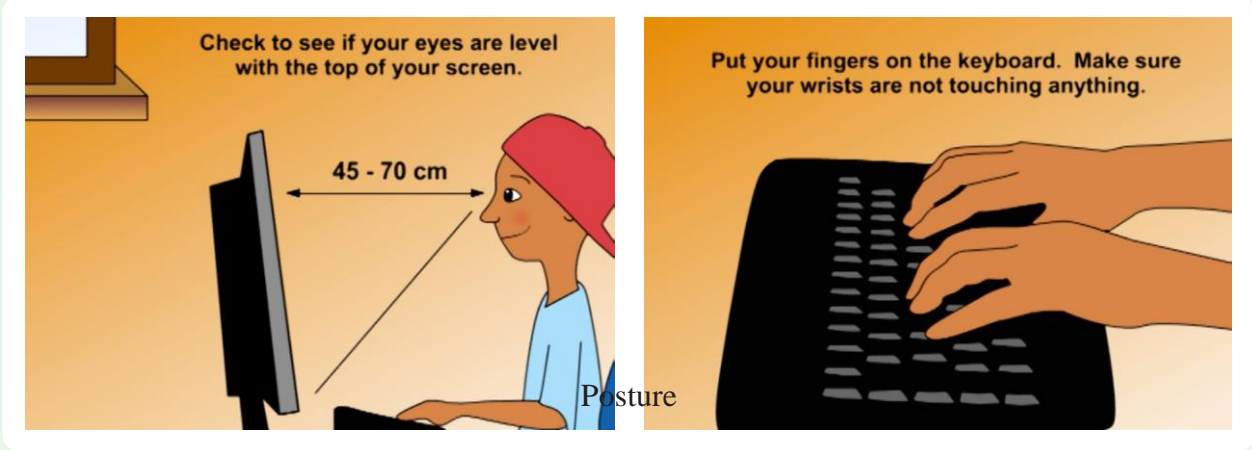
Using specific fingers for specific keys allows you to type more quickly.



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Key Images



Top Row
Home Row
Bottom Row

