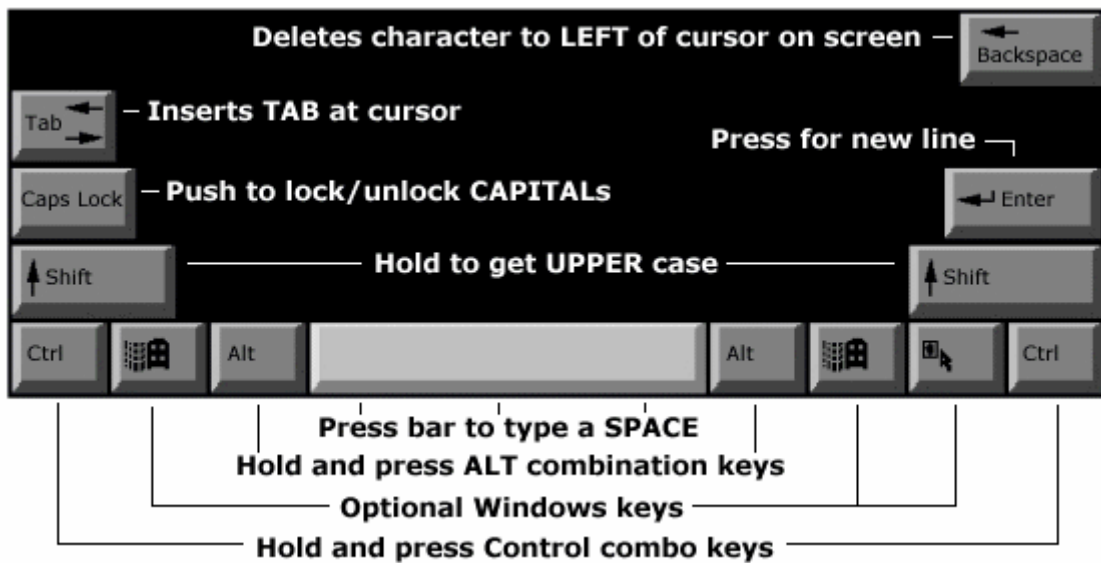


### Hand Placement

Home keys for the Left Hand are A, S, D, & F.  
 Home keys for the Right Hand are J, K, L, & ; (semi-colon).  
 On the graphic above, the color dots on the keys match the fingers used to press them.



Some keys have special functions as illustrated above.

# The Standard Keyboard

## Function keys

Special keys on the keyboard that have different meanings depending on which program is running. Function keys are normally labeled F1 to F10 or F12 (or F15 on Macintoshes). On older PCs, for example, 10 function keys are grouped on the left side of the keyboard; new PCs have the enhanced keyboard, with twelve function keys aligned along the top of the keyboard.

## Special Keys

- **Tab Key.** A key on computer keyboards that moves the insertion point to the next tab stop.
- **Caps Lock.** A toggle key on computer keyboards that, when activated, causes all subsequent alphabetic characters to be uppercase, but has no effect on other keys.
- **Shift Key.** A key on computer keyboards that gives the other keys an alternate meaning. When combined with alphabetic keys, the Shift key causes the system to output a capital letter. The Shift key can also be combined with other keys to produce program -dependent results.
- **Control Key.** A key on PC keyboards labeled *Ctrl*. You use the Control key in the same way that you use the Shift key -- keeping it pressed down while pressing another character. The result is a control key combination, which can have different meanings depending on which program is running.
- **ALT Key.** Short for *Alternate key*, the Alt key is like a second Control key. Not all computer keyboards have an Alt key, but it is standard on all PCs. You use it in the same fashion as the Control key -- holding it down while you press another key. For example, an instruction to use the Alt+P combination means that you should hold the Alt key down while pressing and then releasing the P key. The meaning of any Alt key combination depends on which application is running.
- **Enter Key.** Almost all computer keyboards have a key marked *Return* or *Enter*; the two names are synonymous. The Return key moves the cursor (or insertion point) to the beginning of the next line. But more important, it returns control to whatever program is currently running. After program requests information from you (by displaying a prompt), it will usually not respond to your input until you have pressed the Return key. This allows you to correct typing mistakes or to reconsider your entry before it is too late. In many applications, pressing the Return key moves the cursor to the next field.

In word-processing programs, pressing the Return/Enter key inserts a hard return into a document.

- **Backspace Key.** A key that moves the cursor or insertion point backward one character space. In addition to moving the cursor backward, the Backspace key usually deletes the character to the left of the cursor or insertion point. It is particularly useful, therefore, for correcting typos. Note that PCs also have a Delete key, which deletes the character under the cursor (or to the right of the insertion point). To move the cursor or insertion point backward without deleting characters, use the arrow keys.

## **Numeric Keypad**

A separate set of keys on some keyboards that contain the numbers 0 through 9 and a decimal point arranged as on an adding machine. Numeric keypads make it easier to enter large amounts of numeric data.

Frequently, the keys on the numeric keyboard also serve as cursor control keys. Their meanings, therefore, depend on what mode the numeric keypad is in. In *numeric mode*, they represent numbers; in *cursor control mode*, they are like arrow keys. Keyboards that support these dual functions contain an additional key that enables you to switch modes. The name of this key varies -- on many keyboards it is labeled *Num Lock*.

## **Arrow Keys**

Most computer keyboards contain four arrow keys for moving the cursor or insertion point right, left, up, or down. When combined with the Shift, Function, Control, or Alt keys, the arrow keys can have different meanings. For example, pressing Shift +Up-arrow might move the cursor or pointer up an entire page.

The exact manner in which the arrow keys function depends on which program is running. Some programs ignore them.

The arrow keys are also called cursor control keys.

## **Page up & Page down**

Often abbreviated *PgUp* & *PgDn*, the Page Up & Page down keys are standard on PC keyboards. Their meaning differs from one program to another, but it usually scrolls the document up or down a set number of lines.

## **Home & End**

Keys on PC keyboards that controls cursor movement. Usually, the Home key moves the cursor to the top left corner of the screen or to the beginning of the file, but it can have other meanings depending on which the program is running.

## **Insert**

A key on computer keyboards that turns inset mode on and off. The Insert key does not work for all programs, but most word processors and text editors support it. When Insert is on, existing characters move to the right. When Insert is off, existing characters may be over written.

## **Delete**

Deletes the character under the cursor (or to the right of the insertion point).

# Technique

## Importance of Good Technique

Proper technique forms the foundation for successful touch keyboarding. It also helps one to avoid physical injury. The importance of continuously using proper technique cannot be over-emphasized.

## Technique Checklist

The following is a complete and comprehensive technique checklist. Look for the following elements in the technique.

### Correct body posture?

- Spine straight, against back of chair, leaning slightly forward from the waist.
- Centered in front of keyboard (body directly in front of “J” key).
- Sitting a comfortable distance from keyboard (a hand span is suggested).
- Feet on the floor (if possible), slightly apart for body balance.

### Correct arm and hand position?

- Arms relaxed; elbows naturally close to body.
- Forearms nearly parallel with slope of keyboard.
- Fingers curved, tips of fingers resting lightly on keys.
- Hands close enough together to “lock” thumbs. Finger upright, not leaning toward little fingers.
- Hands and wrists “quiet”, almost motionless.
- Wrists low, but palms of hands not resting on the keyboard.

### Correct keystroking?

- Beginning and ending all keystrokes at home row position.
- Keying each key with the correct finger.
- Keying the space bar with the thumb of the right hand.
- Shifting with the appropriate “little” finger.
- Using the “little” finger of the right hand for the enter or return key.
- Keeping eyes on copy (text, screen, board, etc.) rather than the keyboard, once a key has been learned.

## Practice

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Home keys for the *left hand*

**A S D F**

Home keys for the *right hand*

**J K L ;**

---

Keys for the *left index finger*

**5 6 R T F G V B**

Keys for the *right index finger*

**7 8 Y U H J N M**

---

Keys for the *left middle finger*

**4 E D C**

Keys for the *right middle finger*

**I K ,**

---

Keys for the *left ring finger*

**2 3 W S X**

Keys for the *right ring finger*

**9 O L .**

---

Keys for the *left pinkie finger*

**` 1 Q A Z**

Keys for the *right pinkie finger*

**0 - = P [ ] \ ; ' /**

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The following sentence contains all the letters of the alphabet.

**A QUICK BROWN FOX JUMPS OVER THE LAZY DOG**