
KEYBOARDING & WORD PROCESSING BASICS I

TOPICS COVERED IN THIS CLASS

- What is keyboarding? What is word processing?
- Word processing vs. using a typewriter
- Features and examples of word processors
- Basic skills for learning the method of touch typing



INTRODUCTION

Keyboarding is the process of entering data by means of a keyboard. **Word processing** is the process of using a computer to create, edit, and print documents. To perform word processing, you need a computer and a program called a “word processor” (ex. Microsoft Word), and a printer. A word processor enables you to create a document, store it electronically on a disk, display it on a screen, modify it by entering commands and characters from the keyboard, and print it out on a printer.

WORD PROCESSING VS. USING A TYPEWRITER

The advantage of using a word processor over a typewriter is that changes can be made without having to retype the entire document. You can correct mistakes, and insert or delete words, sentences, or entire paragraphs anywhere in the document. You can also move sections of text from one place to another, or even between documents. The final version can be sent digitally (by email), or to the printer to produce a hard copy.

FEATURES OF WORD PROCESSORS

In addition to entering text in a word processing program, many word processors can perform advanced functions including, but not limited to:

- Font formatting—changing the font size, color, and effects
- Multimedia—inserting images, charts, and diagrams
- Spelling and grammar check—correcting spelling and grammar errors
- Page layout—adjusting orientation, margins, and page size
- Paragraph formatting—setting tabs, indents, spacing, and lists

EXAMPLES OF WORD PROCESSORS

Although **Microsoft Word** is the most popular word processor, other options are available. Some *free* word processors include **LibreOffice Writer** and **Open Office**. Apple’s word processor **Pages** is available for Mac products. Lastly, Google offers **Google Docs** which is *free* and *online* which means your documents are stored in the cloud and can be accessed from anywhere with an Internet connection.

TOUCH TYPING

Touch typing (also known as touch type or touch keyboarding) is typing without using the sense of sight to find the keys. Specifically, a touch typist will know their location on the keyboard through muscle memory. We will practice using typingMe.com (find the link in the Computer Training Documents>Keyboarding & Word Processing 101 folder).

HOME ROW

Learning basic position is critical to learning touch typing. Practice bringing your fingers to the home row position *without looking* and then take them away. Repeat until you can do so comfortably. In Lessons 1-3 you will practice the home row position. Your left hand fingers' responsibilities are as follows:

Pinky Finger	A
Ring Finger	S
Middle Finger	D
Index Finger	F
Thumb	Space

Your right hand fingers' responsibilities are as follows:

Index Finger	J
Middle Finger	K
Ring Finger	L
Pinky Finger	; (Semi-Colon)
Thumb	Space

EXTENDED HOME ROW

In Lessons 4-6 your index and pinky fingers will be pressing extra keys:

- Your left index finger will press F and G keys.
- Your right index finger will press H and J keys.
- Your right pinky will be responsible from pressing the semicolon (;) and the apostrophe (') keys.
- Your pinky fingers are responsible for pressing the SHIFT keys.
 - Press the SHIFT key with the pinky finger that is opposite to the one pressing the other key.
 - For example, if your left index finger is going to press the F key for the uppercase version then your right pinky will press the SHIFT key.
 - And, if your right ring finger will press the L key then your left pinky should press the SHIFT key.
- Your right hand's pinky finger will also press the colon (:), and quotation mark (") keys.

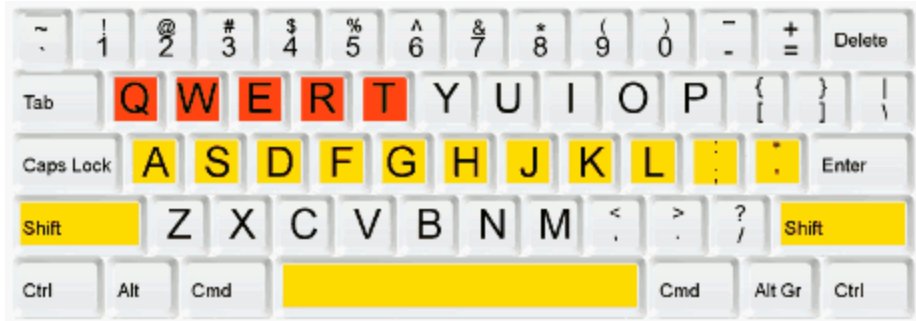
Note: Always return your fingers to home row position after pressing each key.



TOP ROW

In lessons 7-8 you will learn how to use your fingers with the top row. Your left hand fingers' responsibilities will be as follows.

- Pinky finger Q and A keys
- Ring Finger W and S keys
- Middle Finger E and D keys
- Index Finger R, T, F and G keys.



Your right hand fingers' responsibilities will be as follows:

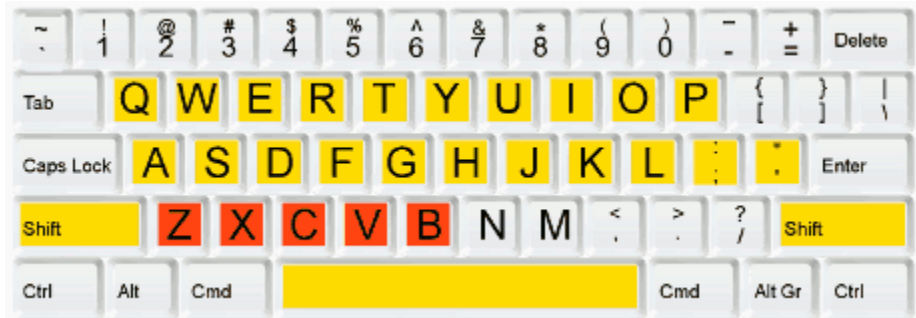
- Index Finger Y and U keys
- Middle Finger I key
- Ring Finger O key
- Pinky Finger P key.



BOTTOM ROW

In Lessons 9-10 you will learn how to use your fingers with the bottom row. Your left hand will have the responsibilities of the following keys.

- Pinky Finger Z key
- Ring Finger X key
- Middle Finger C key
- Index finger V and B keys.



Your right hand will have the responsibility of the following keys:

- Index Finger N and M keys
- Middle Finger Comma (,) key
- Ring Finger Period (.) key
- Pinky Finger Question Mark (?) key.



NUMBERS ROW

In lessons 11-12 you will learn how to use your fingers with the numbers row. Your left hand will be responsible for the following keys:

- Pinky Finger "1" key
- Ring Finger "2" key
- Middle Finger "3" key
- Index finger "4" and "5" keys.

Your right hands' responsibilities will be as follows:

- Index Finger "6" and "7" keys
- Middle Finger "8" key
- Ring Finger "9" key
- Pinky Finger "0" key.



SYMBOLS ON THE NUMBERS AND LETTERS ROWS

We will view, but not complete, Lessons 13-14 which cover the symbols of the number row and letters rows. Hold the shift key down and press a key to insert the symbol shown on the top of the key. Finger responsibilities for symbols in the number row are as follows:

- LH Pinky ! key
- LH Ring @ key
- LH Middle # key
- LH Index \$ and % keys.
- RH Index ^ and & keys
- RH Middle * key
- RH Ring (key
- RH Pinky), - , _ , = , + keys.

Finger responsibilities for symbols in the letter rows are as follows:

- RH Middle Finger < key
- RH Ring Finger > key
- RH Pinky Finger / , [,] , { , } keys.



Complete Lesson 15 which includes an exercise to practice the entire keyboard.

Sources: https://www.webopedia.com/TERM/W/word_processing.html
<http://typingme.com/touch-typing/typing-tutor.php>