

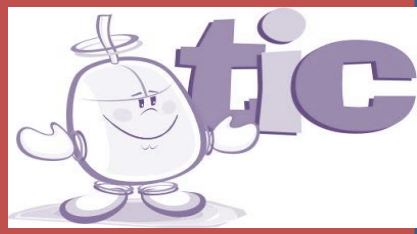




# Content

<u>Topics</u>	1
<u>History and keyboard parts</u>	2
<u>Keyboard parts</u>	3
<u>"Function" Keys</u>	4
<u>Contact Keyboard</u>	6
<u>Numbers Keyboard</u>	8
<u>Mouse Keyboard</u>	13
<u>Danger on the INTERNET</u>	15

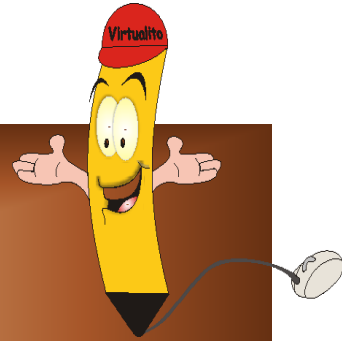




# UNIT 2 TOPICS

## TOPICS

- The keyboard
- Function Keys
- Numbers keypad and typewriter keys
- Special keys (enter, capitals, shift, space bar and mouse keys)



## COMPETENCES AND ACHIEVEMENT INDICATORS

### CONCEPTUAL ACHIEVEMENT

Recognizes the function of the keyboard.  
Identifies the location of the groups of keys.

### PROCEDIMENTAL ACHIEVEMENT

Uses the special keys ( enter, capitals, shift, space bar, mouse keys)

### ATTITUDINAL ACHIEVEMENT

Applies the suggestions about the care of the keyboard.

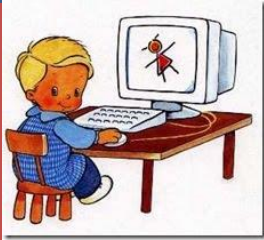
You should know  
that:



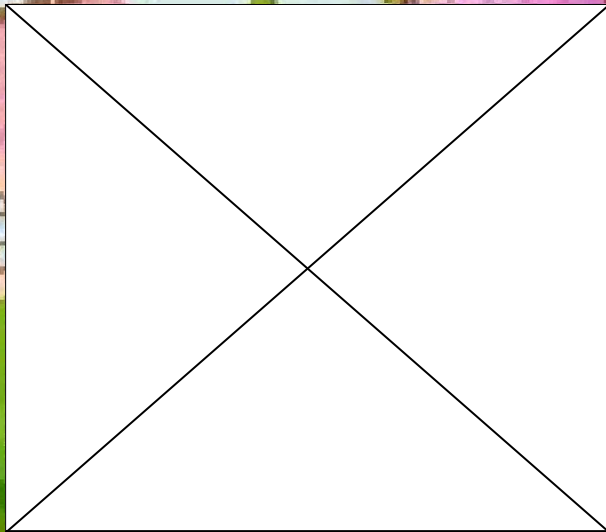
The Keyboard is very important for the  
computer.







# KAYBOARD HISTORY AND PARTS



# MAIN PARTS OF THE KEYBOARD

Teclado



TECLADO ALFANUMÉRICO

TECLAS FUNCIONALES



TECLAS DIRECCIONALES

TECLADO NUMÉRICO

C.P.U







## FUNCTION KEYS

The Function Keys are located at the upper part of the keyboard and are named by F1, F2,....F11, F12





## Function Keys:

*F1 – Opens the Help Menu*

*F2 – Changes the name of a file*

*F3 – Opens Windows Browser*

*F4 – Opens the Explorer addresses bar*

*F5 – Updates the Explorer Window*

*F6 – Scroll among the elements of a window*

*F10 – superior Select the upper bar menu*

*F11 – Expands a window*





# CONTACT KEYBOARD

Contact keyboards require the interaction between a user and the keyboard

Contact keyboards are usually mechanical and have small switches in each key. When the key is pressed the switch turns on and marks.

The Contact keyboards get dirty easily.

It is important to be careful when you work on the computer, because if you place hot drinks near it the vapor damages it.







**The keys of the keyboard are not order alphabetically because they follow the QWERT order.**

**This is the common distribution of a keyboard.**





# Numeric keypad

ELBONDLETRICKS



Set of  
numeric keys

Has to do  
with  
mathematical  
operations

It is like a  
calculator

It has the  
mathematical  
signs:  
addition,  
substraction,  
multiplication,  
division.

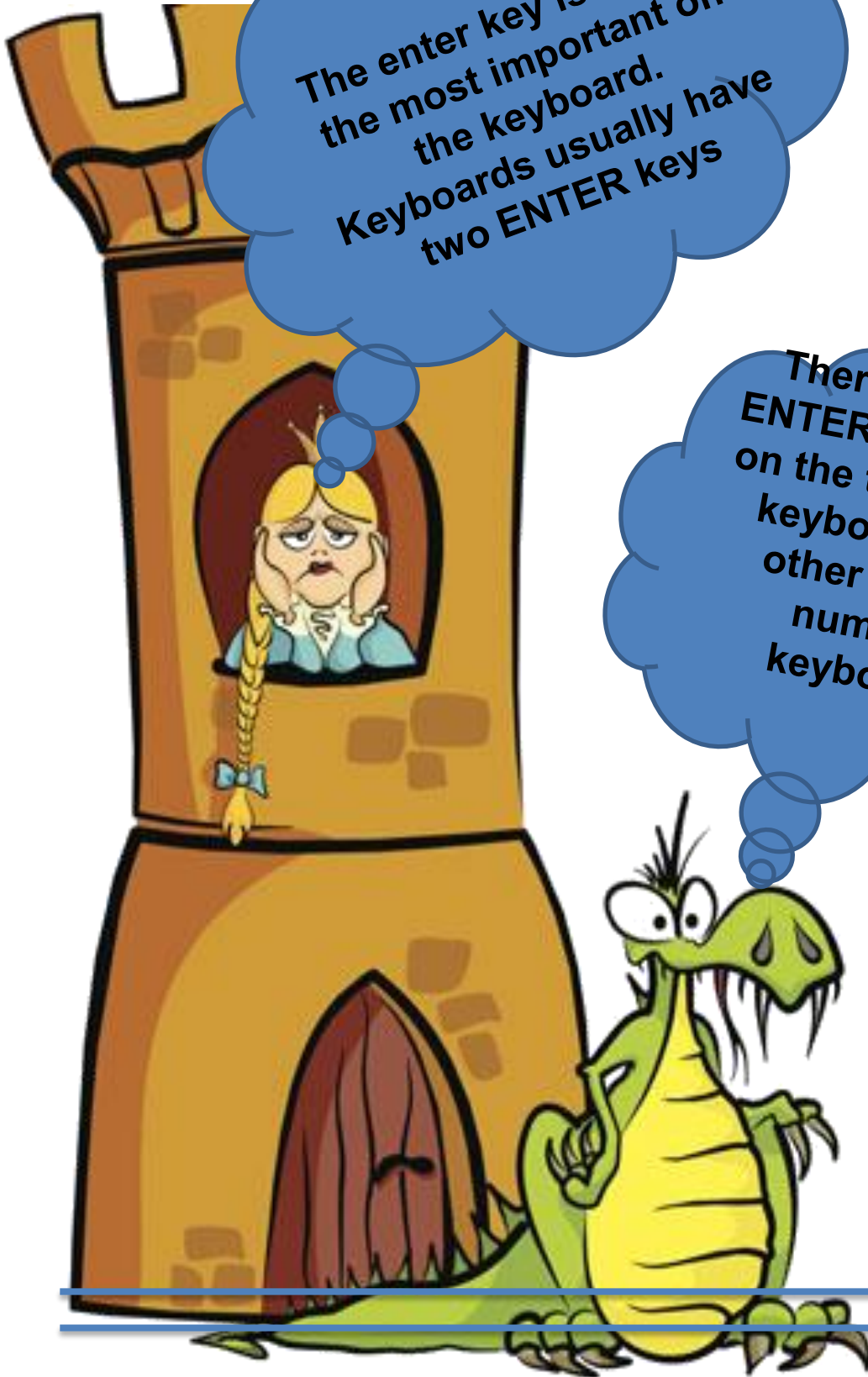






The enter key is one of the most important on the keyboard. Keyboards usually have two ENTER keys

There are two ENTER keys, one on the typewriter keyboard and other on the numeric keyboard.





# ACTIVITY 1



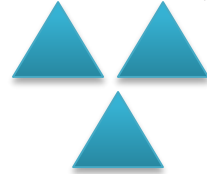
What is the  
Keyboard made  
of:?

C.P.U.

KEYS

HARD PART

TABLE



**Drag the triangles to the right answer**

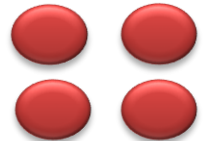
THE PARTS  
OF THE  
KEYBOARD  
ARE

NUMERIC

FUNCTION

SOFT PART

DESIGN



**Drag the circles to the right answer**

**To drag the triangles or circles, place the  
cursor on them and with the primary  
button pressed, drag them**





## ACTIVITY 2



**ALPHANMERIC  
MEANS**

**PARTE  
NUMÉRICA**

**PARTE  
ALFABÉTICA**

**Does the  
keyboard have  
the keys  
ordered  
aphabetically?**

**ANSWER TRUE OR  
FALSE**

**FALSE ↔ TRUE**

**CHOOSE THE RIGHT ANSWER BY COLORING THE  
ARROW IN YELLOW**



**To color the arrow you select it, then you do  
CLICK on it with the primary button of the mouse.  
Then, you choose the color from the colors box  
displayed on the format bar.**



# ACTIVIDAD 3



The Function Keys are on:

**The left side**



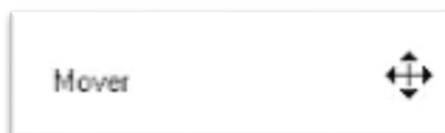
**The right side**

Place the arrow  
next to the right  
answer

**Upper part**

**To move the arrow, you place the cursor on it and with the primary button pressed you drag it.**

**When you press the arrow for a while, the cursor changes from one arrow to four arrows, like this:**







# THE MOUSE KEYBOARD

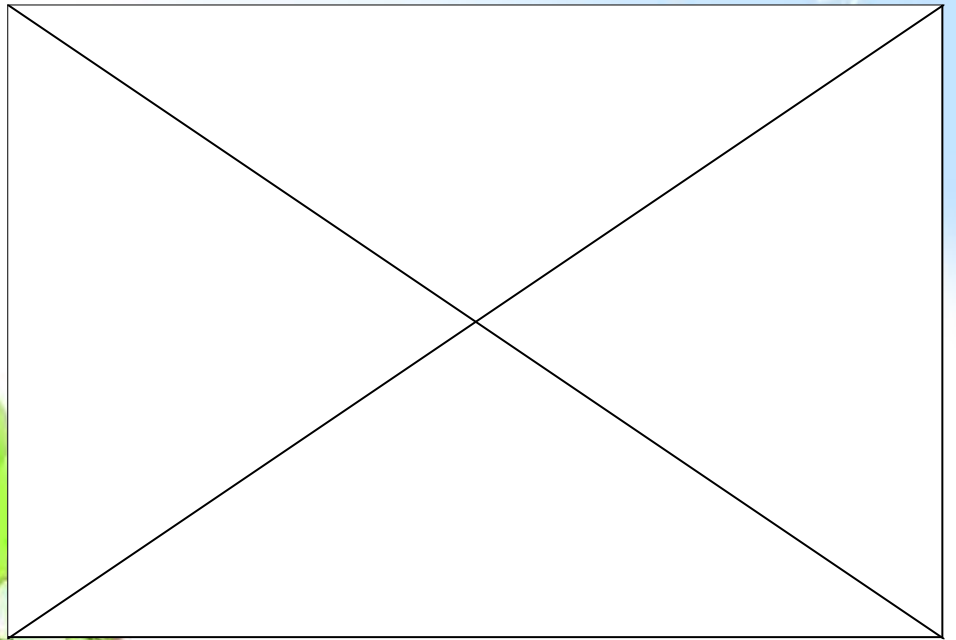
The mouse keypad is made of a set of computer keys that move the cursor to a certain place on the screen.

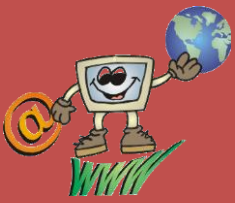


IT IS USEFUL FOR GAMES



# DANGER ON THE INTERNET





# RECOMMENDATIONS

WE SHOULD BE CAREFUL WHEN  
USING INTERNET

FOLLOW THE INSTRUCTIONS FROM THE  
VIDEO

ASK YOUR PARENTS IF A  
PROGRAMM IS SAFE

TECHNOLOGY IS ALSO RISKY







NOT NOW, I'D  
RATHER PREFER TO  
PLAY WITH MY  
FRIENDS

I WOULD LIKE TO  
PLAY TOO.

WHY DON'T WE  
SURF THE  
INTERNET?

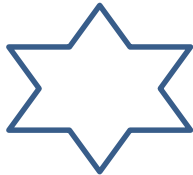


# ACTIVITY 4

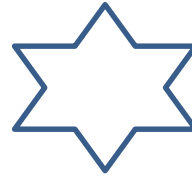
## TRUE OR FALSE

THE KEYBOARD IS PART OF THE HARDWARE

Color the right star

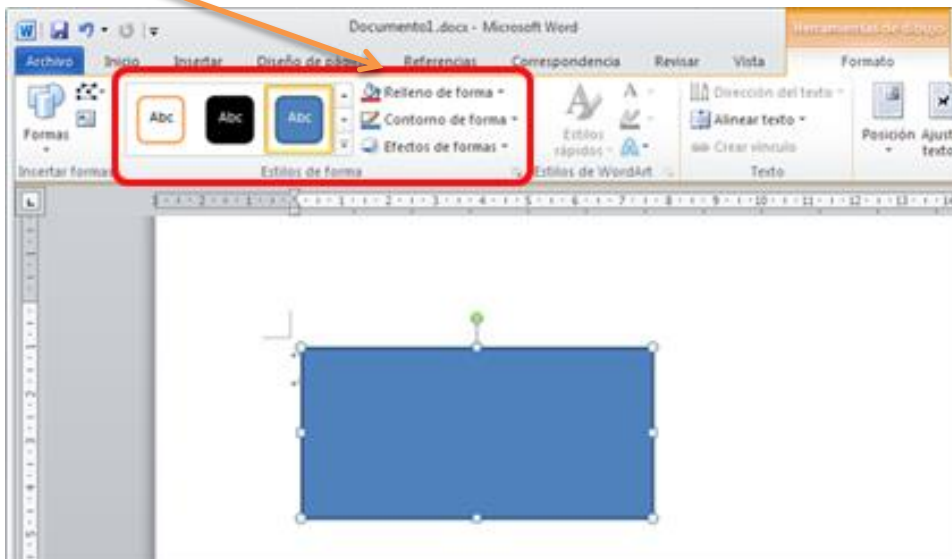


FALSE



TRUE

To color the right star, you double click on it and choose the “painting jar”





YES, WE KIDS HAVE  
PRINCEPLES

WE HOPE YOU USE  
YOUR COMPUTER  
PROPERLY





**Gimnasio Virtual San Francisco Javier**  
**«Values and technology for the formation of the human»**

**Cajicá, Cundinamarca. Km 2 Vía Tabio**  
**Colombia**

