Computers

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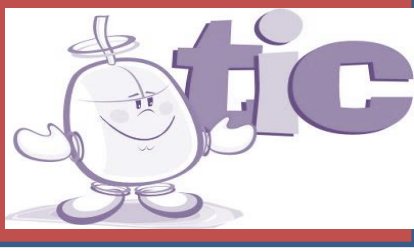
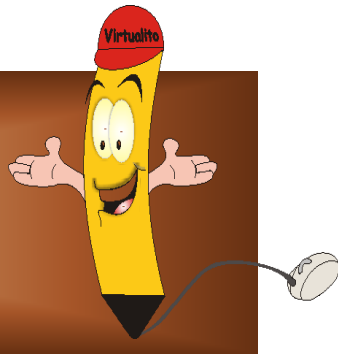


UNIT 2 TOPICS



EJES TEMÁTICOS TOPICS

- The Keyboard
- Typing
- Other INPUT and OUTPUT devices

COMPETENCES AND ACHIEVEMENT INDICATORS

CONCEPTUAL ACHIEVEMENT

- Identifies the keybaord and its functions in the computer system.
- Identifies some INPUT and OUTPUT devices.

PROCEDIMENTAL ACHIEVEMENT

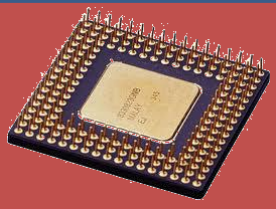
- Classifies different computer divices .
- Uses different INPUT devices: The Keyboard.
- Identifies the keyboard parts.

ATTITUDINAL ACHIEVEMENTS

Understands the computers devices importance.

You should know that:

The computer is made of different devices that help it to work propperly

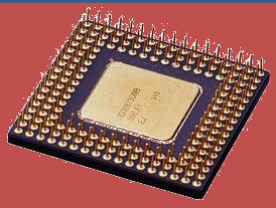


ANOTHER INPUT DEVICE: THE KEYBOARD

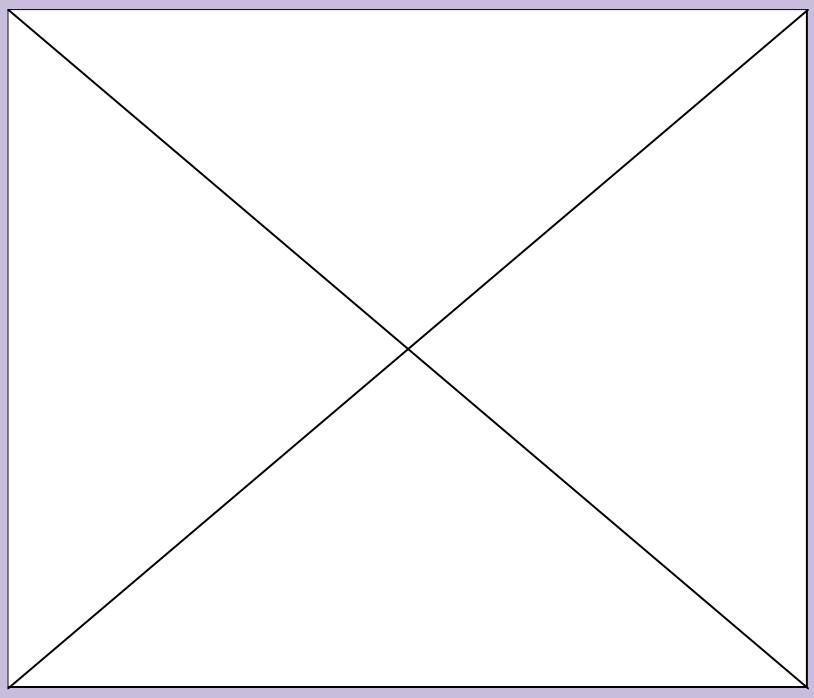
The **keyboard** is an INPUT peripheral device. It has a keys system similar to the typewriter that allows the input of the information.

The Keyboard has between 99 and 147 keys approximatelly.

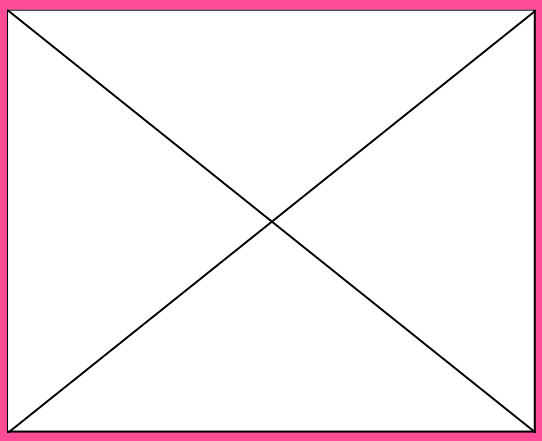
KEY is each one of the round or long pieces that when pressed make the keyboard work.



HOW TO PLACE HANDS ON THE KEY BOARD



KEYBOARD PARTS



Numeric Keypad:

It is placed on the right side of the board. It contains 17 keys.

1. Numbers from 0 to 9
2. Math signs: addition +, division /, substraction – and multiplicatio
3. Decimal period .
4. Block numbers.
5. ENTER key

It is used to introduce a big ammount of numeric data

NUMERIC KEYPAD

NUMERIC KEYPAD

ALPHANMERIC KEYBOARD

The alphanumeric keyboard is similar to the typewriter. It has the keys for the alphabet, the numbers from 0 to 9 and the punctuation and stress signs

Teclado de control. Estas teclas se utilizan por sí solas o en combinación con otras teclas para realizar determinadas acciones. Las teclas de control usadas con más frecuencia son CTRL, ALT, la tecla del logotipo de Windows y ESC. ***The control keypad*** is the set of keys that used by themselves or in addition to others to execute different actions. The control keys are: CTRL, ALT, Windows y ESC.

Functions Keys are the keys used to execute different and specific functions. They are tagged F1, F2, F3, etc. Up to F12. The function of each key is different accoding to the programm.

The mouse keypad. This keys are used to scroll around documents and webpages or to edit a text. It includes Direction Keys (up, down, right and left) keys, Home, End, PgUp, PgDn, Insert, Delete.

El teclado

Las teclas especiales

SHIFT, también es una tecla especial. Shift es una tecla que nunca trabaja sola. Si la pulsas acompañada de una tecla alfabética ésta aparecerá en Mayúscula.

El teclado

Las teclas especiales

Las teclas especiales se encuentran dispersas por el teclado, realizan operaciones como bajar de línea, o al final de una página, eliminar algún objeto, imprimir una pantalla, salir de [illegible]rograma, etc.

El teclado

Las teclas especiales

La tecla ENTER es una tecla especial. Enter tiene, entre otras funciones, bajar el cursor de línea.

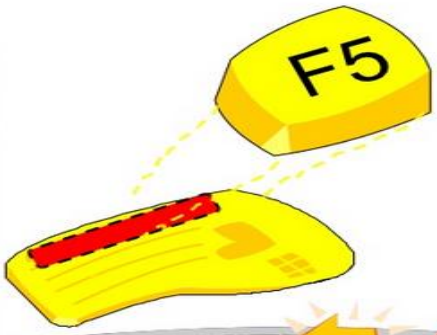
El teclado

Las teclas especiales

CAPS LOCK: Esta tecla cuando está activa todo lo que escribes aparece en mayúsculas, también la puedes encontrar con el nombre Bloq Mayús.

El teclado

Las teclas funcionales



Las teclas funcionales se encargan de realizar diferentes funciones según el programa que estés utilizando.

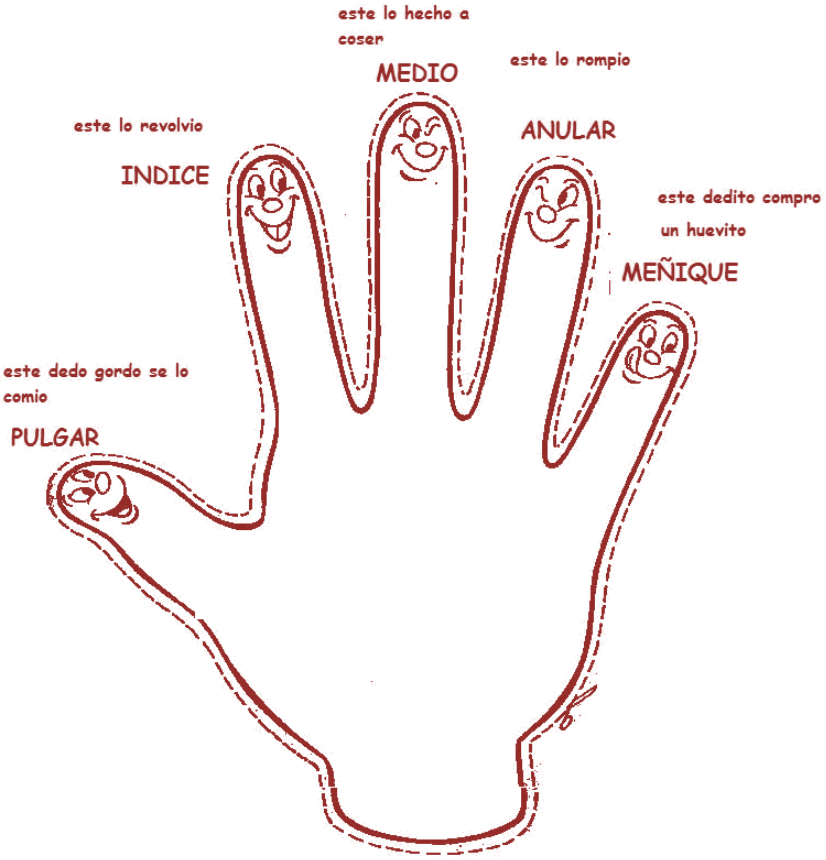
KEYBOARD USE

Writing a text.

When you need to write something on a programm, a message or a text chart you see a vertical line called the cursor (I). It is the cursor also called **entry point.** It shows where the text must be witten.

Apart from the letters, numbers, punctuation signs and symbols, the Caps Lock, Shift, TAB, ENTER, space bar and Bakspace are included.

APRENDAMOS LOS NOMBRES DE NUESTROS DEDOS



It is important to know the names of our fingers to place them properly when typing a text.

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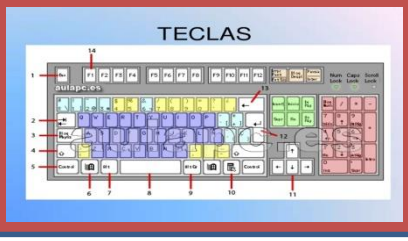
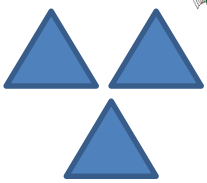


KEY	USE
SHIFT	Press SHIFT with a letter to make it capital. Press SHIFT with another key to write the symbol on the upper part of the key.
CAPS LOCK	Press Caps Lock to write a complete capital letter block. To desativate the function press the key again. The keyboard shows a light to indicate that the key is activated.
TAB	Press TAB to move the cursor more than one space. You can press TAB to move to the next blank in a form.
Enter	Press Enter to move the cursor to the begining of the next line. In a dialogue text, press Enter to select the highlighted button.
Space Bar	Press the space bar to move the cursor beyond.
Backspace	Press Backspace to delete the letter before the cursor.

ACTIVITY 1

What's the shape of the Keyboard?

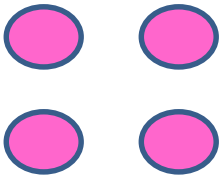
- CIRCLE
- SQUARE
- RECTANGLE
- TRIANGLE



Drag the triangles to the right answer

Which are the Keyboard parts?

- NUMERIC
- CONTROL
- SECONDARY
- DESIGN
- ALPHANUMERIC



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

The keyboar is used for

- Write
- Introducing Information

Remember: Square is different fom rectangle

El mouse tiene forma de: cuadrado

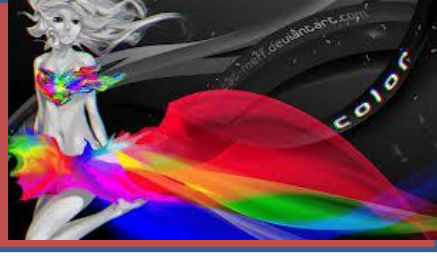
Answer TRUE or FALSE

FALSE ⟺ **TRUE** ⟺

CHOOSE THE RIGHT ANSWER BY COLORING THE ARROW IN YELLOW

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

ACTIVITY 3



Which key is used to write a capital letter Block?

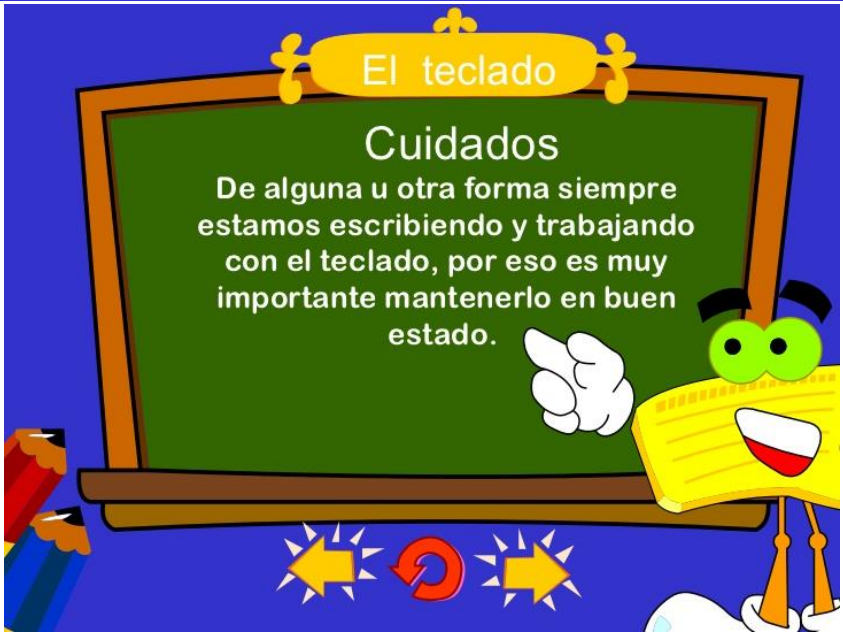
- Control
- Shift
- Caps Lock
- Enter

Place the arrow next to the right answer

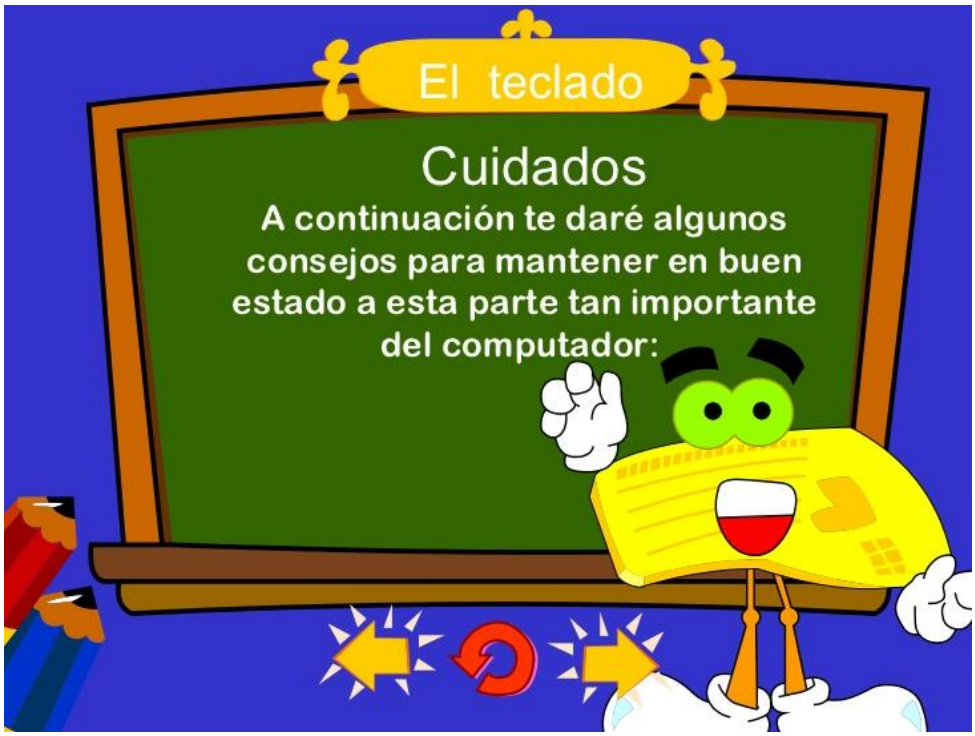
To move the arrow, you place the cursor on it and with the primary button pressed you drag it.

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

CARES FOR THE KEYBOARD

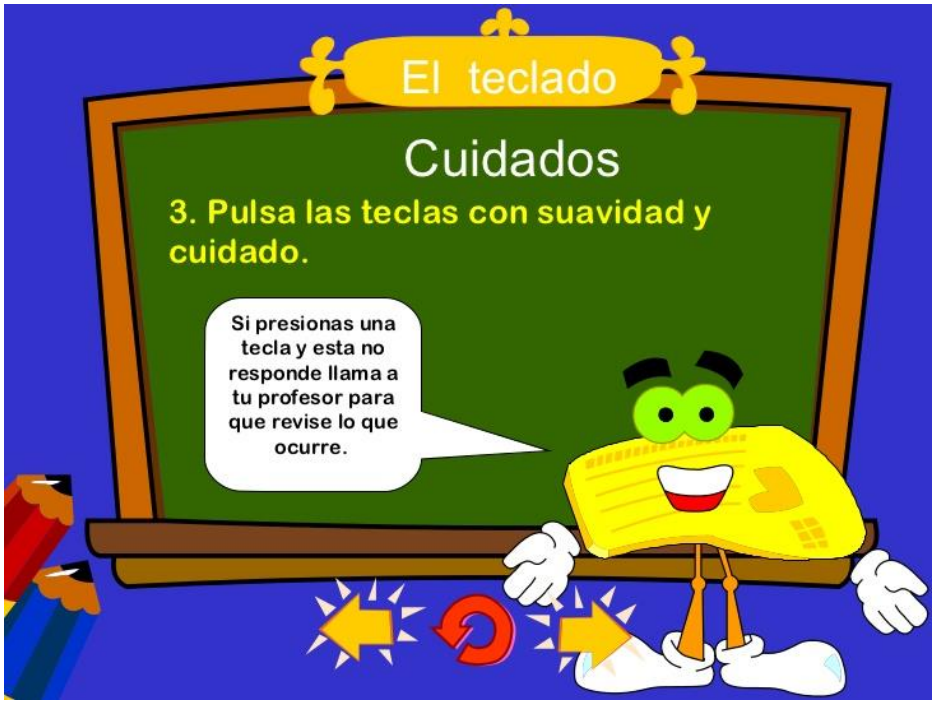


PRESIONE CADA TECLA
PARA VER SU FUNCIÓN


El teclado
Cuidados
A continuación te daré algunos consejos para mantener en buen estado a esta parte tan importante del computador:

El teclado
Cuidados
1. Cuando trabajes con el teclado procura tener siempre las manos limpias.
Las migas de comida se meten entre las teclas y son muy difíciles de sacar.

El teclado
Cuidados
2. Evita tener alimentos cerca del teclado y más cuando estés trabajando con él.
Puede ocurrir un accidente, como que se derrame un vaso.


El teclado
Cuidados
3. Pulsa las teclas con suavidad y cuidado.
Si presionas una tecla y esta no responde llama a tu profesor para que revise lo que ocurre.

El teclado
Cuidados
4. Evita presionar las teclas cuando la computadora este apagada.
Si presionas las teclas cuando la computadora se este apagando o prendiendo puedes hacer que la computadora no realice la tarea que esta realizando

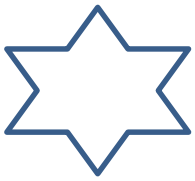
El teclado
Cuidados
5. Revisa siempre tu teclado, así como las demás partes de la computadora, antes de empezar a trabajar.

ACTIVITY 4

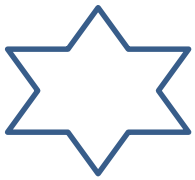
TRUE OR FALSE

THE KEYBOARD IS PART OF THE HARDWARE

Color the right star in yellow

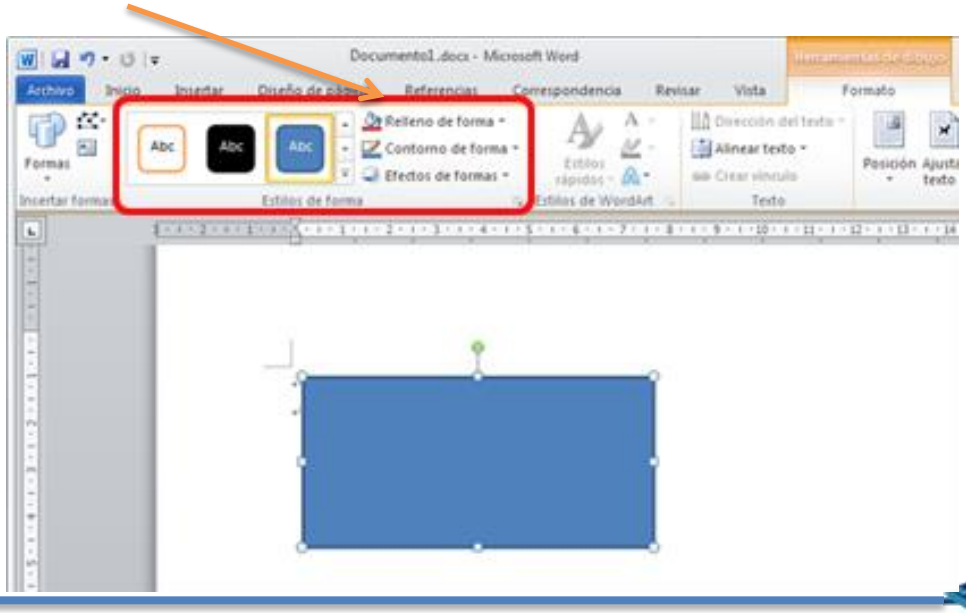


FALSE



TRUE

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



OTHER INPUT AND OUTPUT DEVICES

ENTRADA: cámara, scanner,
SALIDA: impresora, diadema de sonido

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

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