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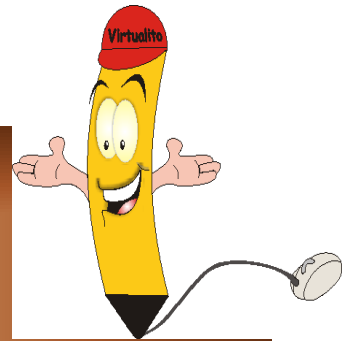




# UNIT 2 TOPICS

## TOPICS

- The keyboard
- Function keys
- Number 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)

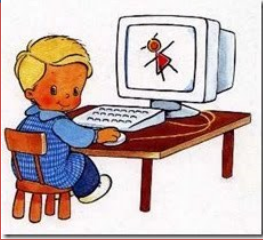
### ATTITUDINAL ACHIEVEMENT

Applies the suggestions about the care of the keyboard.

You must know that

Keyboard is an important part of  
the computer



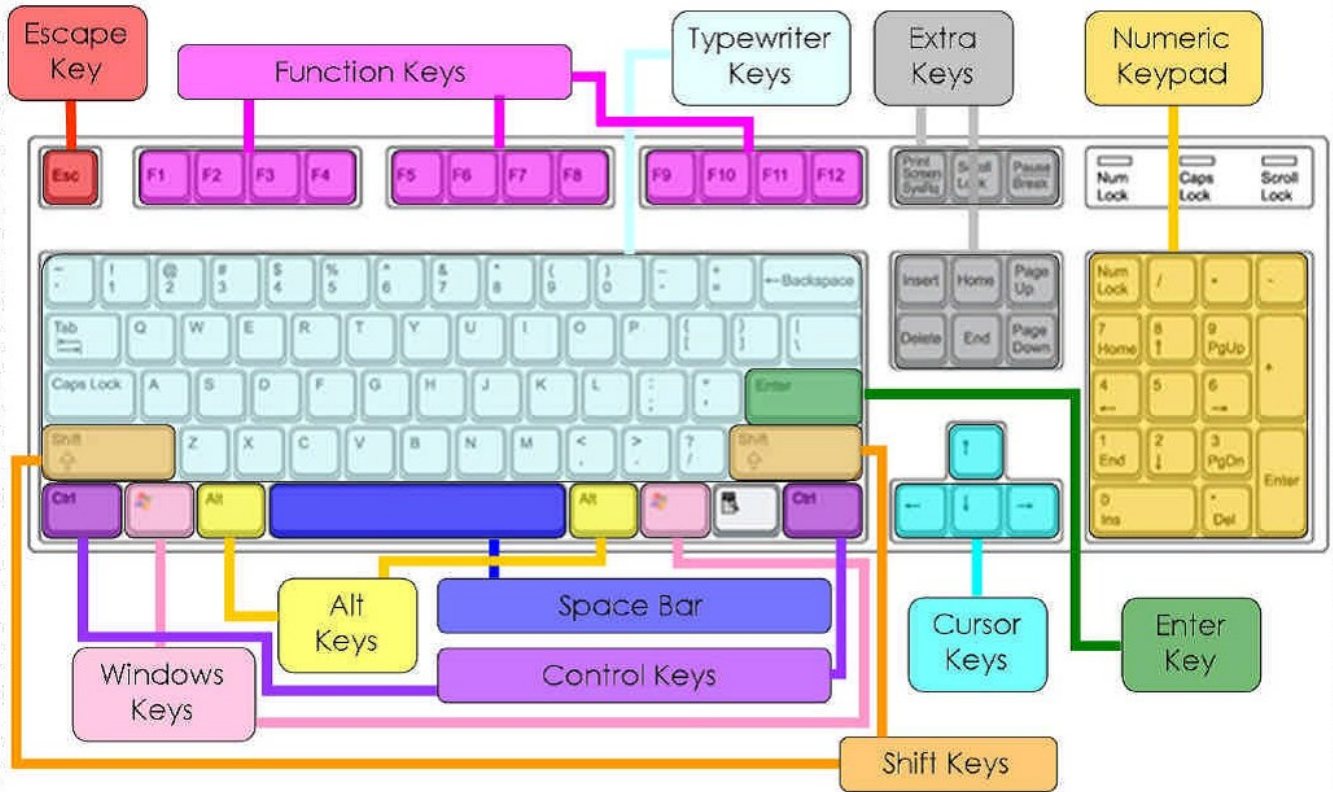


# KEYBOARD HISTORY BY AND PARTS



# MAIN PARTS OF THE KEYBOARD

## Parts of a Keyboard





# FUNCTION KEYS

The Function Keys are located at the upper part of the keyboard and are enumerated:

**F1, F2,...F11, F12**

Their actions (or functions) can be different in programs, they are not even necessarily used. Use them separately or simultaneously with keys **Shift**, **Control** or **Alt**

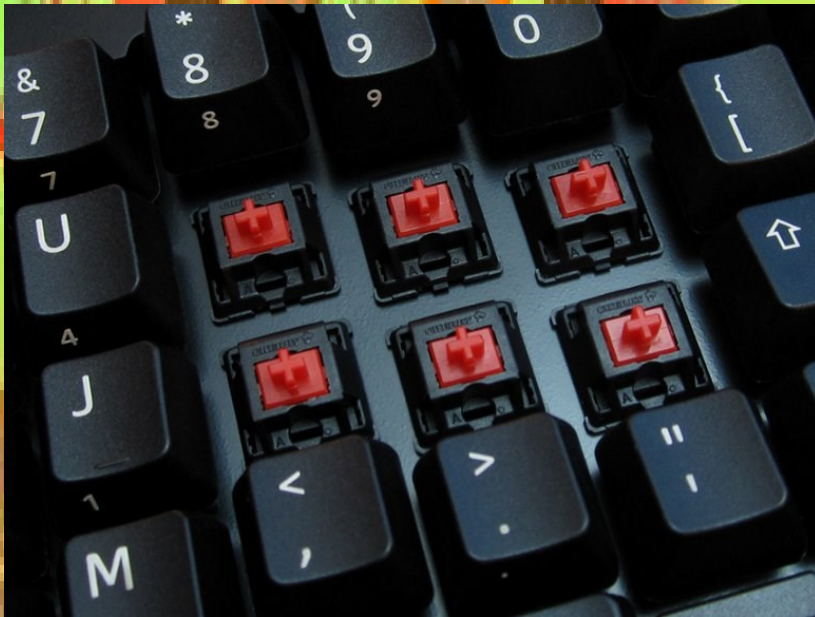
## Function keys in Word

- F1 Displays the Help task pane
- F2 Moves text or graphics
- F3 Inserts an AutoText entry
- F4 Repeats the last command or action (if possible)
- F5 Displays the Go To dialog box
- F6 Switches between the Help task pane and the program window
- F7 Checks spelling
- F8 Turns on Extend mode
- F9 Updates selected fields
- F10 Selects the Menu Bar Closes an open menu and submenu at the same time
- F11 Goes to the next field
- F12 Opens the Save As dialog box



# MECHANICAL KEYBOARD

Mechanical-switch keyboards use separate complete switches underneath every key. Depending on the construction of the switch, such keyboards have varying response and travel times.



It is important to be careful when you work on the computer, because keyboard gets dirty and splashing drinks on it can destroy a keyboard.





The keys on the keyboard are not ordered alphabetically because they follow the QWERTY order, which allows to type faster with minor errors

This is the common distribution of keys for keyboards, even if its shape is not rectangular

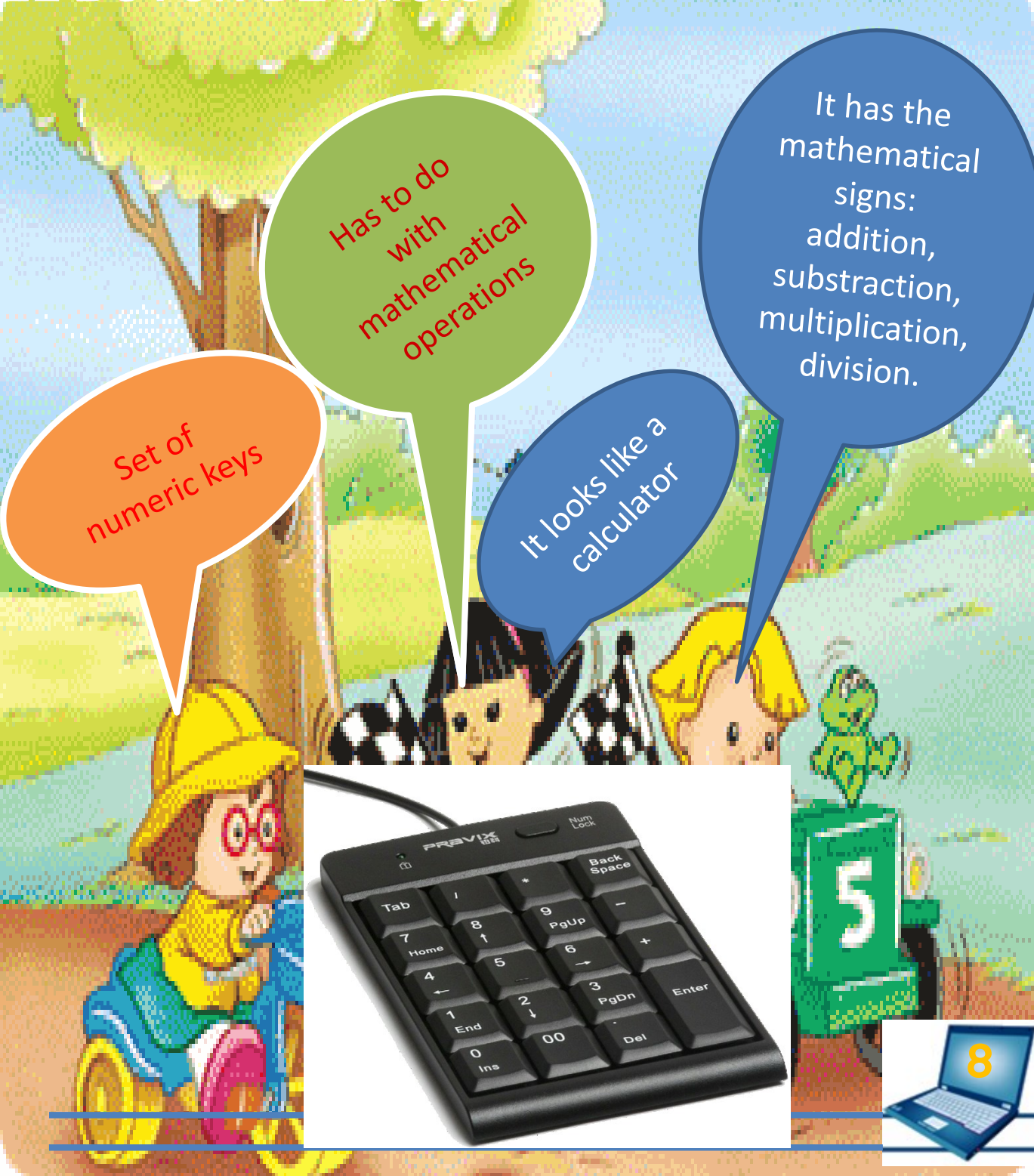






# Numeric keypad

EL BOTÓN DE INICIO



Set of numeric keys

Has to do with mathematical operations

It looks like a calculator

It has the mathematical signs: addition, subtraction, 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 part of keyboard and the other on the numeric pad





# ACTIVITY 1



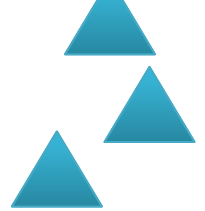
What the  
Keyboard is  
made of?

SILICON

KEYS

WOOD

ICE CREAM



**Draw the triangles where do you think  
the right answer is**

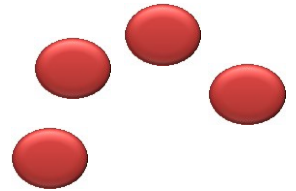
THE PARTS  
OF THE  
KEYBOARD  
ARE

NUMERIC PAD

FUNCTION KEYS

SCREEN

SHAPE



**Drag a circle near the right option(s)**



## ACTIVITY 2



**ALPHANUMERIC  
MEANS**

**HAS NUMBERS**

**HAS LETTERS**

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

**ANSWER TRUE OR FALSE**

**FALSE ↔ TRUE ↔**

**Keyboard is  
used to print  
information**

**Does  
ergonomic  
keyboards  
exist?**

**All keyboards  
are connected  
to computer  
by cables**

**Is typewriter a  
keyboards?**



# ACTIVITY 3



The Function Keys are on:

**The left side**

**The right side**

**At the Top**



Place the arrow  
next to the right  
answer



Numeric pad is located on:

**The left side**

**The right side**

**At the Top**



# CURSOR KEYS

Cursor keys is a block of four with arrows pointing in four main directions. They are used to move cursor on the screen.

THEIR FUNCTIONS ARE DUPLICATED BY KEYS 8, 4, 6, 2 AT THE NUMERIC PAD

THEY ARE USEFUL FOR GAMES

IN THE FULLSIZED KEYBOARDS THEY ARE LOCATED AS A SEPARATE BLOCK

THEY ARE FUNDAMENTAL FOR EDITING TEXTS





# DANGER ON THE INTERNET

<http://www.youtube.com/watch?v=yrln8nyVBLU>

Look carefully through the next list of kid's videos and make notes about safety tips on browsing internet, socializing, personal chats and other activities.

<http://www.youtube.com/watch?v=oPFZO bMOPuA&list=PLQCAuTWtVycnRXDHSz4dmagvshGM9h4T4>

[http://www.youtube.com/watch?v=o1XjTwZg\\_hg](http://www.youtube.com/watch?v=o1XjTwZg_hg)

Make sure that you understood well the following basic rules

<http://www.youtube.com/watch?v=89eCHtFs0XM>





# RECOMMENDATIONS

Do not reveal your private information  
on INTERNET

FOLLOW INSTRUCTIONS FROM THE  
VIDEOS

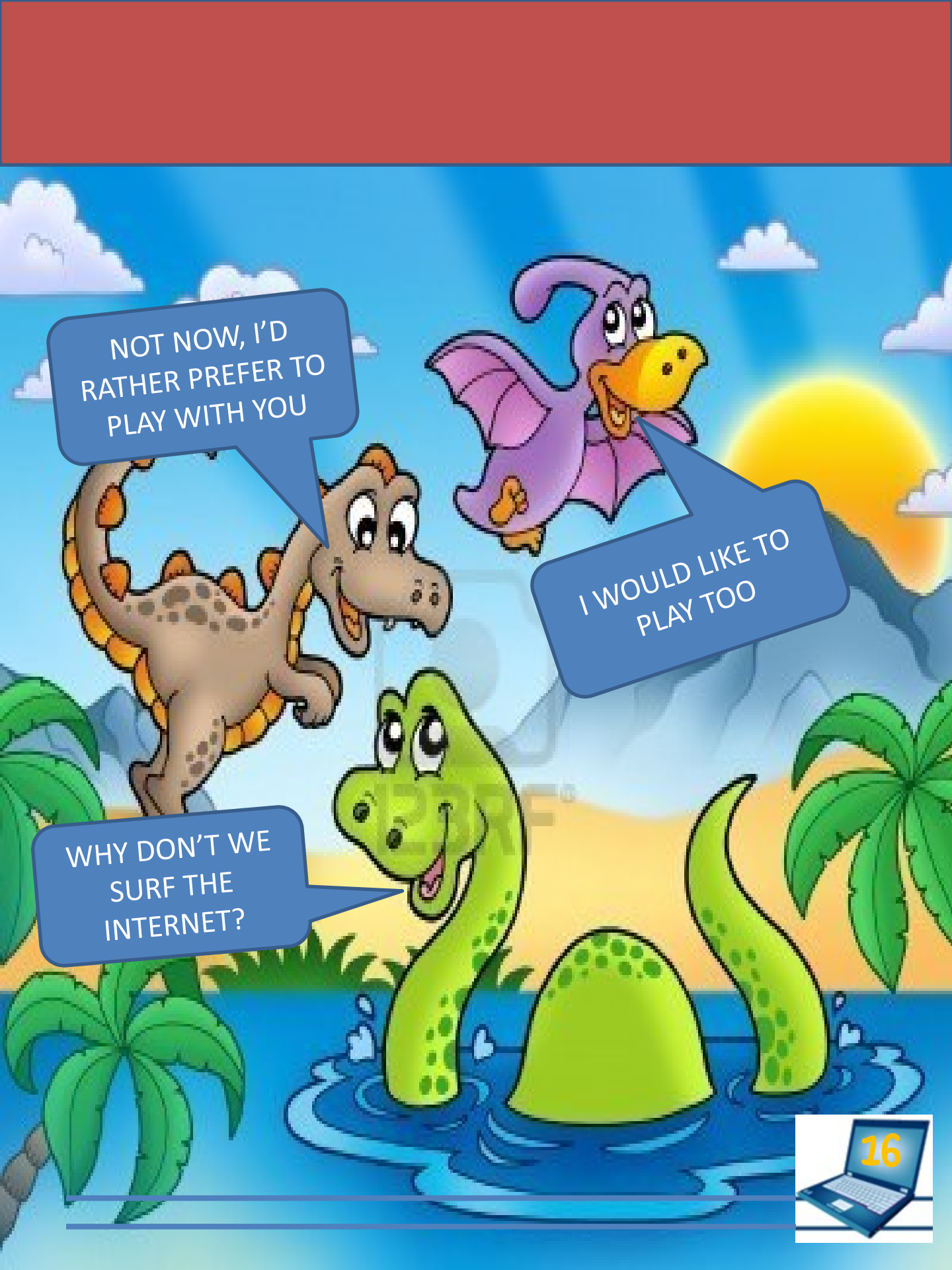
ASK YOUR PARENTS IF A  
PROGRAMM OR INTERNET  
SITA ARE SAFE

Do not follow links or open pages  
if your browser says that they have  
viruses or prohibited content

**TECHNOLOGY IS SO RISKY**







NOT NOW, I'D  
RATHER PREFER TO  
PLAY WITH YOU

I WOULD LIKE TO  
PLAY TOO

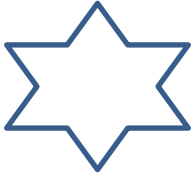
WHY DON'T WE  
SURF THE  
INTERNET?



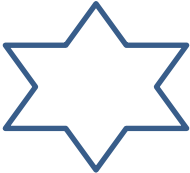
# ACTIVITY 4

## TRUE OR FALSE

THE KEYBOARD IS  
A PART OF THE HARDWARE



TRUE



FALSE

Color the star with  
correct answer





WE HOPE YOU WILL  
USE YOUR  
COMPUTER PROPERLY

YES, KIDS HAVE TO  
OBEY RULES

