

CLASS: JSS3

SUBJECT: BUSINESS STUDIES

WEEK: FOUR (4)

TOPIC: INTRODUCTION TO KEYBOARDING

### **LEARNING OBJECTIVES:**

1. Meaning of Keyboarding
2. Importance's of Keyboarding
3. Demonstrate correct sitting position of keyboarding
4. Identify different parts of computer keyboarding

Keyboarding is the process through which information is keyed into the computer or the typewriter by the use of various keys of the keyboard. It is also defined as the ability to utilize the complete set of keys of the keyboard, usually hand-operated to feed in data into the computer. Letters, reports and various documents produced in schools and offices are all done through keyboarding.

### **Importance of Keyboarding**

1. **Speed:** The use of computer keyboard or typewriter achieves work faster than the use of pen and pencil.
2. **Accuracy:** Learning to use the keyboard to manipulate a specific key reduces errors in typing as well as the wrong stress.
3. **Efficiency:** speed and accuracy bring about efficiency of work.
4. Easy production of work: it increases the individual productivity and business turnover.
5. Sense of Happiness and Encouragement: the achievement of speed, accuracy, and efficiency give joy and encourages one to strive to greater height in the course of keyboarding.

6. **Career Opportunity:** it will make a job seeker more marketable as most jobs in society require some degree of computer work.
7. **Personal use:** individuals own computer nowadays. A good knowledge of keyboarding will enable one work on one's personal computers.
8. It provides neater and clearer documents.
9. It helps an individual to develop good communication skill.

## **Correct Keyboarding Techniques**

To learn the correct operation of the keyboard you must master the keyboard very well. There are 26 alphabets in the computer keyboard and more than 20 different signs and marks such as division (/), full stop (.) exclamation mark (!) and other standard functions keys.

### **The Keyboard Rows**

The Keyboard rows are made up of the following:

1. Top row
2. Upper row
3. Home row

Top Row Keys in Computer: they are the letters of the following alphabets.

Q,W,E,R,T,V,U,I,O,P. Other keys (not alphabets) that make up the top row are [ ], { }, L, and //

Upper Row Keys: upper row keys comprise of numerical keys found at the upper row of the keyboard namely, 1,2,3,4,5,6,7,8,9,0. Others found on top of them Are @,&^\*,(,),-,+, = etc.

The home keys: are keys where the fingers are returned when they are not doing active work. Each finger after striking the appropriate key come back and rest at the home key.

The home keys are 8 in number, they are the first and the last four of the keys show below.

[A] [S] [D] [F] [G] [J] [K] [L] [;]

### **Proper Keyboarding posture:**

1. Sit up straight
2. Keep feet flat on the floor
3. Body should be centered in front of the computer
4. Keep elbows naturally by the side
5. Fingers should be curved
6. Keep wrists low, but not touching the keyboard
7. Make quick, snappy strokes
8. Use right little finger for the enter key
9. Other fingers remain on the home row
10. Use the appropriate little finger for the shift keys

## EVALUATION

1. Explain Keyboarding
2. Mention five (5) importance of Keyboarding
3. Mention four (4) proper keyboarding postures