

Keyboarding Skills

Objective 1.02: Execute the touch method in operating the alphabetic keys





Essential Questions

- Ø What is touch typing?
- Ø What is *GWAM* and how is it calculated?

Touch Typing

○ **Touch Typing** – also known as the touch method of keyboarding, is the ability to type **without** looking at the **keys** on the keyboard





The Keyboard

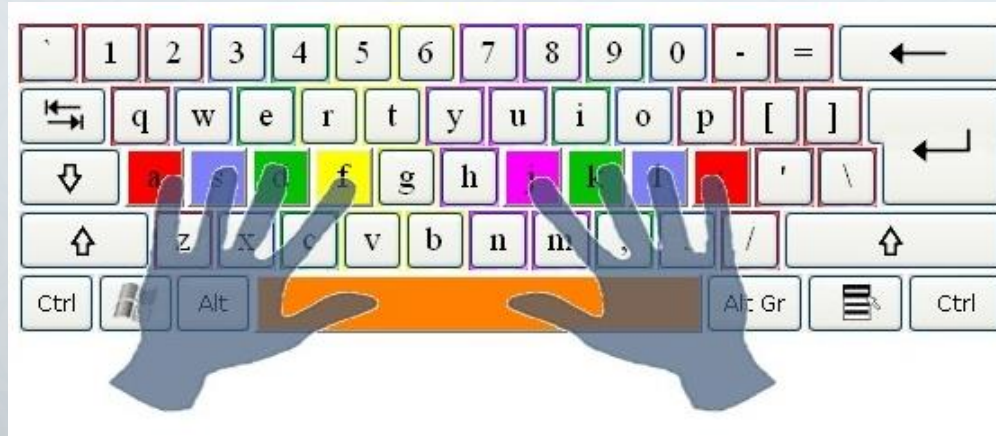
Ø **QWERTY** – a **standard** keyboard, named for the first 6 letters on the keyboard



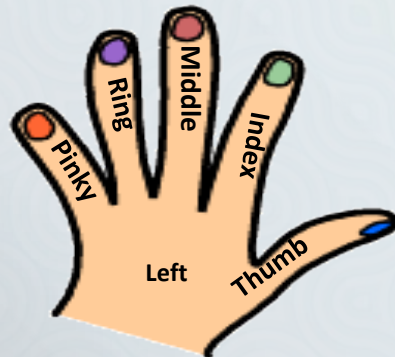
Finger Position

Ø **Home Row Keys** – the row of keys on the keyboard on which your fingers **rest** when not typing

A S D F J K L ;



Finger Position



Home Row Keys: **A S D F**

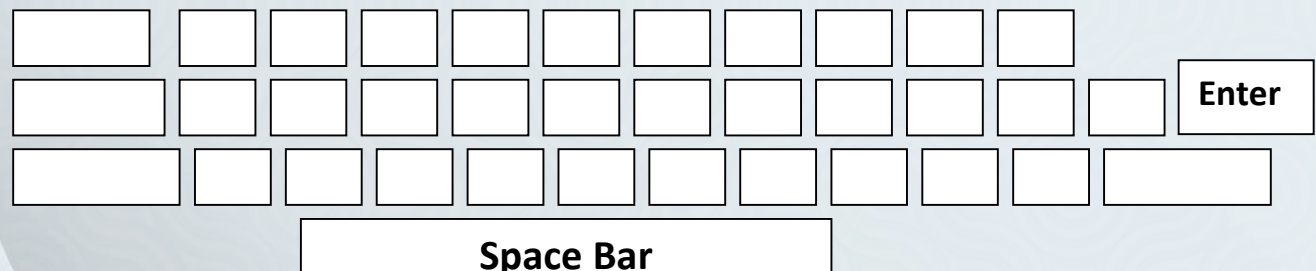


Home Row Keys: **J K L ;**



Frequently Used Keys

- Ø **Enter Key** – used to move the cursor down to the **next line**
- Ø **Space Bar** – used to insert spaces between characters





Frequently Used Keys

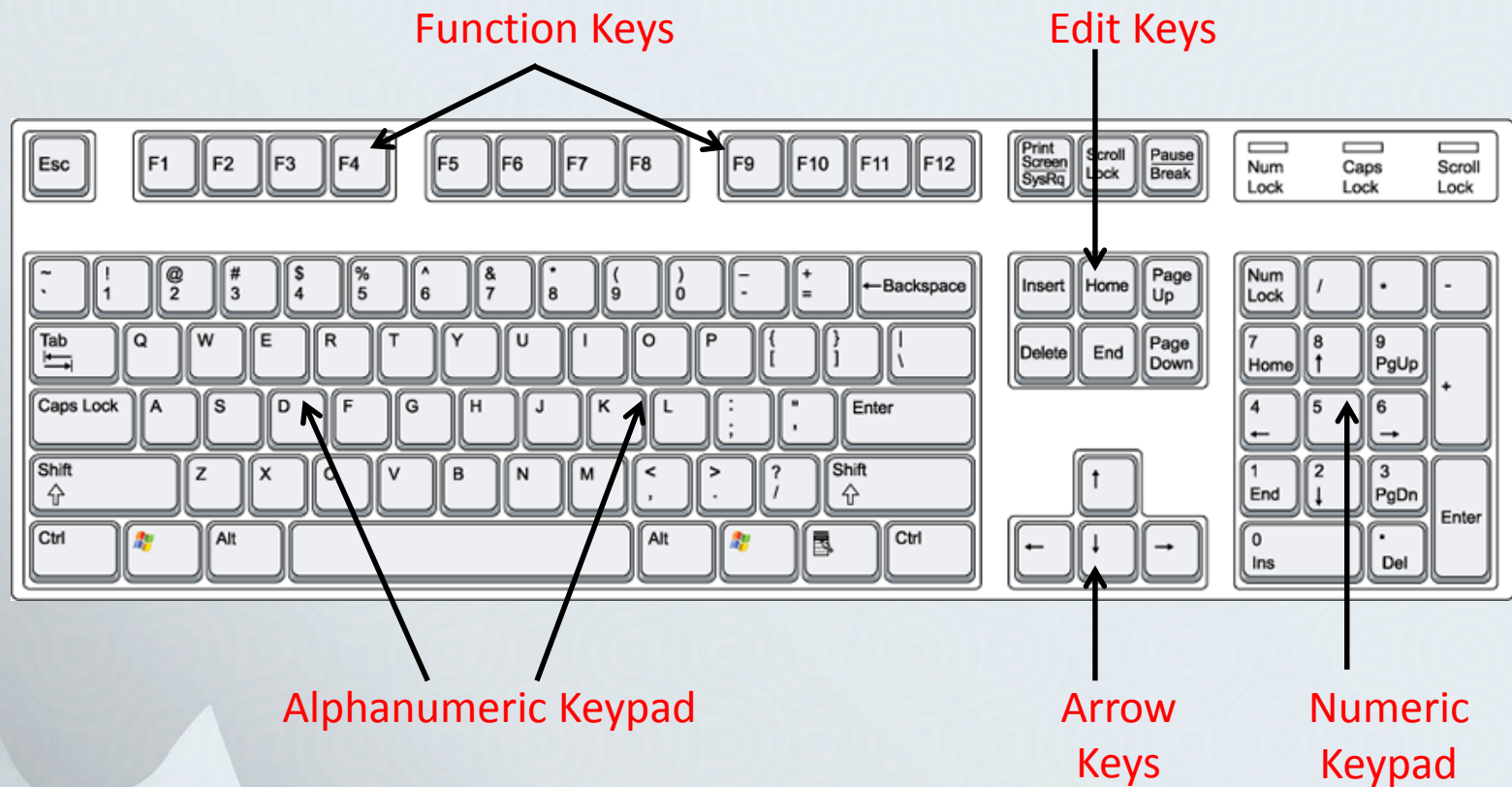
- Ø **Backspace Key** – used to delete text to the **left** or behind the cursor
- Ø **Delete Key** – used to delete text to the **right** or in front of the cursor
- Ø **Caps Lock Key** – Used key words in ALL **capital** letters



Sections of the Keyboard

- Ø **Function Keys** – Executes or **activates** commands
- Ø **Edit Keys** – Perform **editing** commands
- Ø **Alphanumeric Keys** – **Letters**, numbers, and symbols
- Ø **Arrow Keys** – Moves the **cursor** in the direction of the arrow one space at a time
- Ø **Numeric Keypad** – used to enter **numbers** and perform **math** operations

Sections of the Keyboard



Gross Words A Minute



- Ø **Gross Words A Minute (GWAM)** – the number of **words** a typist keys in a **timed** period
- Ø **Character** – any typed **letter**, number, symbol, or **space**
- Ø 1 typed **word** = 5 **characters**

Example: **It's cold outside today!** = 4 words



Gross Words A Minute

Gross Words A Minute (*GWAM*) =
$$\frac{\text{\# of words keyed}}{\text{\# of minutes timed}}$$

Example = 105 words keyed = a **GWAM of 35 wpm**
3 minutes





Touch Typing

To build speed:

- Ø Use proper **posture** and technique to avoid **fatigue** and injury
- Ø Use the raised dots on the **F** and **J** keys to help you locate **Home Row** without looking at the keyboard
- Ø Practice typing **regularly** to build muscle memory
- Ø Keep your eyes on the **copy** that you are typing from