



## HOME LEARNING

Subject: ICT

Teacher: Miss Jenkins

Time to complete: 2 lessons

**Learning Objective:** To improve Keyboard Skills

When using a computer or other device like a laptop its helpful to have the right skills to work quickly...

Typing skills are extremely useful as knowing where the keys are (without looking if you can!) can help you work quicker and feel confident.

Before you sit at your computer you should check:

### Are you sitting...

1. ..close to the computer or laptop?
2. ..at the computer or laptop so that its flat and at eye-level?
3. ..high enough or do you need a cushion?
4. .. with your feet flat (on the floor)



If your feet do not touch the floor you can use a stool

**Making sure you are comfortable when working is called ERGONOMICS.**  
**Sitting correctly is important to make sure that your body isn't affected by being in the wrong position for a long time.**

When using the keyboard, you should try to:

USE **TWO** HANDS

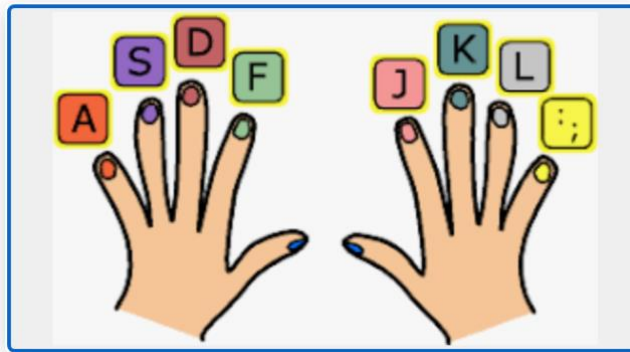
USE **ALL** OF YOUR FINGERS - USING THE HOME KEYS

The **HOME KEYS** are the keys where your fingers should be placed when typing – your HOME POSITION

**LEFT HAND:**

**ASDF**

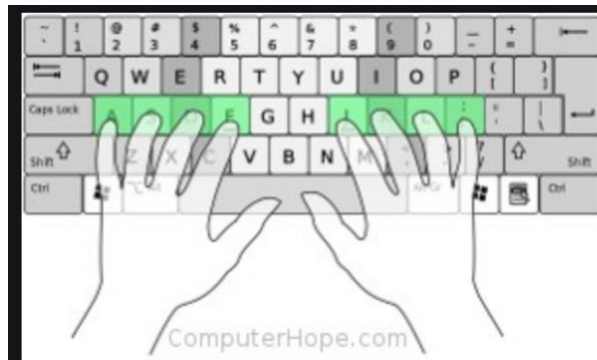
*Use your index finger (used for letter F) for the letter G too!*



**RIGHT HAND:**

**JKL;**

*Use your index finger (used for letter J) for the letter H too!*



Now that you're sat correctly and your fingers are in the correct place on the keyboard you can practice your skills.

**DANCE MAT TYPING** is good for getting started. (Feel free to mute the sound!!!)

<https://www.bbc.co.uk/bitesize/topics/zf2f9j6/articles/z3c6tfr>

**AT YOUR OWN PACE** – work your way through Levels 1 – 4

**HAVE FUN!**

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**TASK 2:**

**CHALLENGE YOURSELF!**

**Try to type with two hands and ten fingers from now on!**

If you would like us to see or mark your work please email it **or send a photo** of your completed work to the member of staff.

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Thank you