

Lesson 4 Summary

Keyboarding

In this lesson, you learned:

- θ Keyboarding is the ability to enter text by using the correct fingers and without watching your keys.
- θ The standard keyboard is divided into six major sections:
 - Alphanumeric keys
 - Modifier keys
 - Numeric keypad
 - Function keys
 - Directional keys
 - Special-purpose keys
- θ All keying should begin from the home rows. The home row consists of the following keys: A S D F J K L and : .
- θ Parts of the computer screen are:
 - Title bar (document title)
 - Menu bar
 - Standard toolbar
 - Formatting toolbar
 - Ruler
 - Text area
 - Vertical scroll bar
 - Horizontal scroll bar
 - Status bar
- θ Using correct techniques is very important in developing keyboarding skill.
 - Posture
 - Keystroking
 - Workstation
- θ You should save your work often.
- θ You can retrieve files that have been saved.
- θ The spell checker checks the document for words it doesn't recognize. It gives you several options when incorrectly spelled words are displayed.
- θ You may enhance the appearance of your document by using any of the many formatting features available in the software.
- θ Keyboarding software is available for learning to keyboard.
- θ Speech recognition software allows you to "talk" to your computer to enter data.