Starting Point Community Learning Partnership

Keyboard Basics
How To Use A Keyboard, Register On Learn My Way and BBC Shooting Gallery.

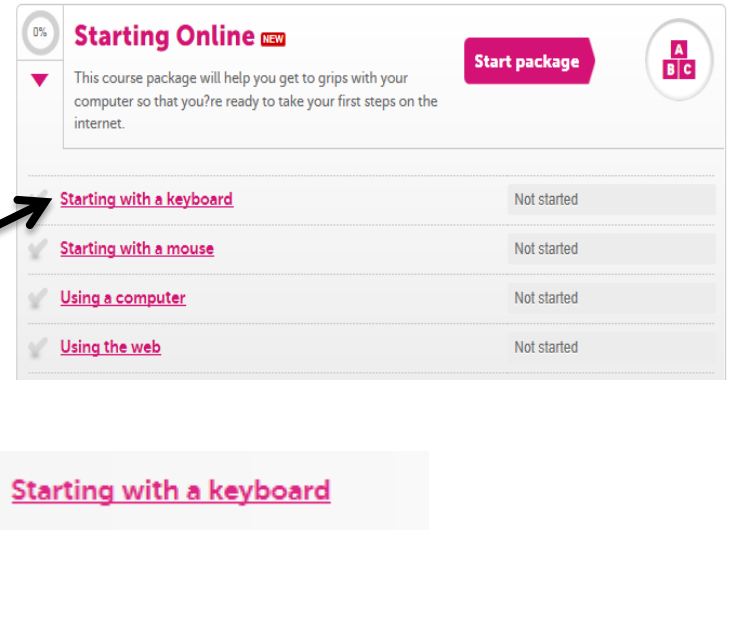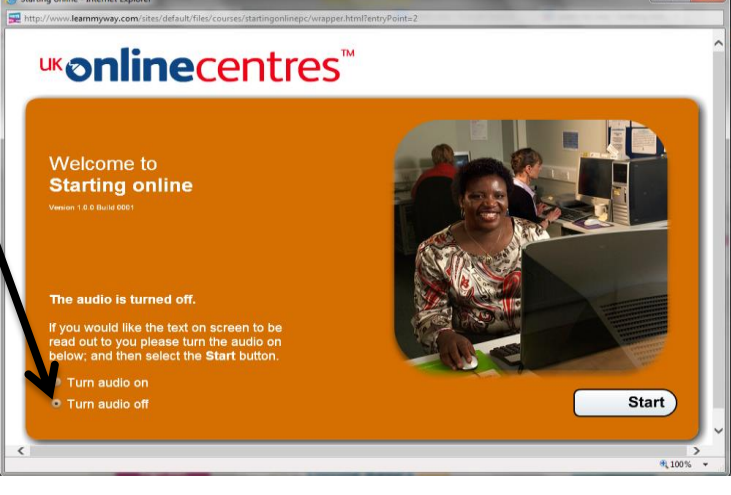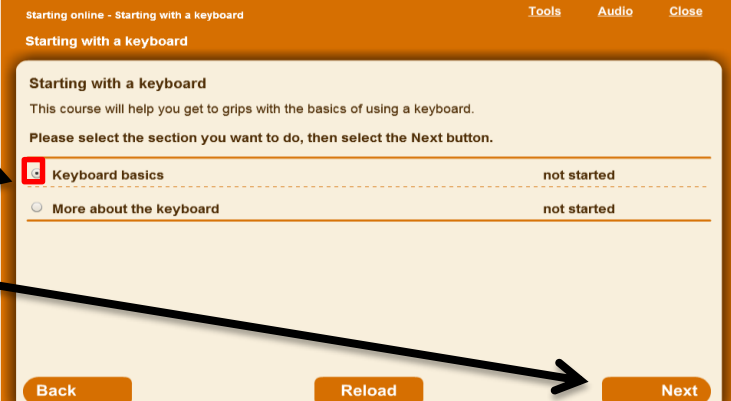| 1	When you sit at a laptop or desktop, the first thing you should notice is the keyboard. This panel of letters, numbers and symbols is what allows you to enter text into e-mails and access web pages as well as many other things. Can you see and reach the keyboard easily? If not position yourself better or move the keyboard if that option is available.	
2	To help you use the keyboard we are going to register you with a free, online, personalised training account. A volunteer will help you do this. Firstly, we need to go on the Internet and locate the address bar. Once you've found the address bar, left-click in it and delete the address. Now you need to enter the web address 'www.learnmyway.com' and then press enter.	Internet Explorer icon. https://www.google.co.uk/ http://www.learnmyway.com/

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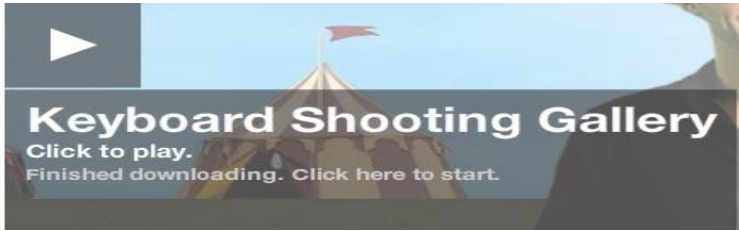| 3	Now you're on learn my way, you need to create an account. Don't panic, this account doesn't have any of your personal information saved on it. Using the mouse click on the grey button at the top of the page which says 'create an account'. The form that comes up now is the registration form. Fill this in with the help of a volunteer. It will automatically generate a username for you. Remember this; as if you lose it you may lose all your work you've completed. When making a password you need to ensure it's more than 6 characters long and contains either letters and numbers or symbols. The more the better as it's harder for others to gain access to your account. Don't make it too hard as if you forget, you may lose all the work you've completed. The centre code will be given to you by the volunteer and is a way of recording where you have received your training.	
Questions		Why is it important to include upper and lower case letters as well as numbers in your password?

4	Now you've registered with learn my way, you'll see there are various courses available. Seeing as you're new to learn my way, we'll be using Starting Online. Can you see the course labelled 'Starting with a keyboard'? Left- click on the course title on the webpage to access the learning material.	
5	A pop-up should appear welcoming you to Online Basics and asking you whether you wish to have audio on or off. If you wish to have audio on, ask a volunteer and they will provide you with headphones so the computer will read out the text to you. If you find it read's it too fast, then chose audio off and read it at your own pace.	
6	Once you've selected your audio settings and clicked 'Start', you should be taken to a screen with the courses re-listed. Left-click in the circle alongside the course title 'Starting with a keyboard' and then select the 'Next' that appears in the bottom right hand-corner. Does your page look like this?	

7	Using the same technique we used previously, click in the circle next to the one of the modules and then click next. When you've read each page, click next again. To the right is a list of varying things you may see on these pages which are interactive and require you to complete a task. Once you've completed the first module, move on to the second module and complete that.	**Play** The play symbol will show you a video of a certain skill or technique. **Start** The start symbol will start a task which you have to complete. Remember to click the finish symbol before clicking next to see if you have done the task correctly. ▶ The arrows can be clicked to change the screen as it shows you a variety of different images based around the relevant page.
Question		Does a tablet user need to know how to use a keyboard?
8	Well Done! If you've followed step 7 correctly, you know should have completed keyboard basics. A way to tell is if the bar next to the course title 'Startng with a keyboard' is green and says completed. Now to test your skills, we're going to take you on to a different website called 'BBC Shooting Gallery'. Ask your volunteer to help you sign-out of learn my way and also to help you access this game.	✔ **Starting with a keyboard** Completed Sign out Edit your account keyboard shooting gallery

9	Does your page look like the one to the right? The Keyboard Shooting Gallery is a game that will test how fast your reactions are when it comes to finding certain lettersn, numbers and symbols. To do this it uses an old fairground game, where the 'characters' come along in a line and as you press the respective key, you 'shoot' the character earning you a point. There are 3 levels of difficulty, with each level containg more characters and more types of characters. A note of caution, when a letter is a CAPITAL, you have to use the shift key. You can't just turn on 'Caps Lock'!	
10	Click the play symbol shown on the screen, listen ot the instructions, selcet your level (You should probably start with level 1, but if you feel confident, go for it), and have a go!	
11	How did you do? Mark your scores down in the box to the right.	Level 1 – Level 2 – Level 3 –

1.	For your homework, you need to be able to access the Keyboard Shooting Gallery either from home, an internet café or a library. To the right are the steps needed to access the Keyboard Shooting Gallery.	1.	Go on the Internet, left-click in the address bar and enter 'www.google.co.uk' into the address bar and then press enter.
		2.	Type Keyboard Shooting Gallery into the google search bar and then press enter.
		3.	Search for the link with a BBC web address in green and left-click on the blue link.
2.	Below is an empty keyboard. Try and fill in the missing keys!		

Notes: