

KEYBOARD KNOWLEDGE

OBJECTIVES

At the end of this course, participants will know how to use "Tap Touch" independently. They will master the keyboard: knowledge and finger work. They will have gained speed and learned the proper position in front of the computer (posture, distance from the screen).



TARGET CLIENTELE

Anyone who does not know the keyboard

PREREQUISITES

None

COURSE SYLLABUS

1. Ergonomics

- Position of hands
- Position of the fingers
- Body position

2. Keyboard Identification

3. Keyboard Keys

- Gymnastics: flexibility of the 10 fingers
- The objectives
 - Locate and use keyboard keys
 - Locate and use the function keys
 - Locate and use the direction and erase keys
 - Locate and use the numeric keypad
 - Know the basics of typing

4. Learning Outcome

- Escape (ESC)
- F1 to F12 (Function keys)
- Back erase (Backspace)
- Tab
- Enter or return (enter or return)
- Cap locks
- Uppercase (level 2 selection) (shift)
- Control and alternative (CTRL and ALT)
- Pause
- Top of page, bottom of page
- Start and finish (home and end)
- Removal (Delete)
- Move keys
- Spacing bar
- Number Lock (Num Lock)

5. Speed

- Increase input speed progressively and steadily

6. Keyboard shortcuts

- Escape (ESC)