

Lesson 11



Primary Input Keyboard Matters



Using the Keyboard

The keyboard is the most important device for sending instructions and data to the computer, so it is important to know how to use it. Keep in mind that your keyboard layout may be different from the one shown here.

Keyboard Types

Ergonomic

Ergonomic keyboards split the alphanumeric characters into two groups and angle those groups to the left and right. This keyboard allows you to position your hands more naturally when typing, which reduces wrist strain.



On-Screen

Tablet PCs have on-screen keyboards that you can use when the computer is in the tablet position, which covers the physical keyboard. Use the digital pen to tap each character. Handheld computers that have no physical keyboard also use on-screen keyboards.



Notebook or Laptop

Notebook or Laptop computers are small, so their keyboards tend to be cramped. This design makes it harder to press the right keys, and therefore, puts more strain on your wrists. In addition, most notebook keyboards have a key labeled Fn. This key appears in different color, and you can see characters in that same color on the other keys. To access one of these characters, hold down Fn and press the key.



Add-On

If you do a lot of typings using handheld PC, the on-screen keyboard can be cumbersome. As an alternative, you can purchase an add-on keyboard that either attaches directly to the computer, or transmits your keystrokes wirelessly.



Keyboard Tips

Type Safely

Aside from using an ergonomic keyboard, there are other techniques that you can use to avoid repetitive stress injuries caused by poor or extended typing. For example, you should position your hands properly on the keyboard by keeping your wrists flat while typing. You should position the keyboard so that your forearms are parallel to the ground. You should also shake your wrists often and take frequent breaks.



Do Not Spill Liquids

Liquids and keyboards do not go together. If you spill any liquid on your keyboard, you may ruin it. This fact is particularly true to notebook keyboards, where spilling of liquids can damage the entire computer, usually beyond repair.

Learn to Type

If you have never typed before and planned to do a lot of typings, you can save a great deal of time by investing in a computer program that teaches you how to type.

