Title:	**Operating a keyboard: letters and enter key**		
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Submission Date:		**Approval Date:**	
		REF No:	
Brief Description:	Children are introduced to the keyboard as a text input device		
Goal:	The children learn how to use a keyboard for entering letters and simple words		
Pre-requisites:	It is useful for the children to have some familiarity with the names of parts and uses of a computer.		
Duration:	Two classes of 40 minutes		

Lesson Content:

The keyboard is made of several small buttons called 'keys'. Each key corresponds to a number or a letter or some special function. We can use a keyboard to type in text or instructions to the computer. It is also used for controlling different functions of the computer. For example, arrow keys can sometimes be used as a volume control while listening to music, or they can be used in a game to tell the computer which direction we want to take. Usually what is typed on the keyboard appears on the monitor.

In this lesson we only deal with the letter keys.

Lesson Plan:

The goal of this lesson is to give the children a basic familiarity with the keyboard as an input device to the computer. The teacher can follow an approach that is suitable for the class, with the following used for ideas:

- Begin by reminding the children about the keyboard which was earlier pointed out as one of the parts of the computer.

- Engage students in a discussion about what they know about the keyboard's usage, and whether they have seen anyone use it at home or outside.

- Show a projected image of a keyboard, or a large cutout and ask if they can recognise anything on the keyboard.

- Through such a discussion convey that the keyboard has letters, numbers and other special keys.

- Now give a brief demonstration by writing letters and the kids' names in large font in a word processor. Here mention that you use the Enter key to move to the next line.

- Allow the kids to enter their own names. Then take a printout and distribute slips with the names that they have typed.

It is very important to let the children try out the keyboard for themselves. The **gcompris** suite (**Applications=>Games=>Educational suite gcompris**) has colourful, simple and engaging keyboard familiarisation games that are suitable for Class children.
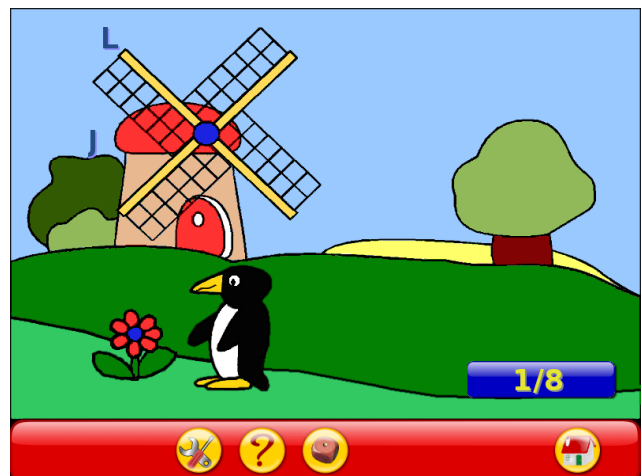
Can be used for evaluation also.

The screenshot on the left shows the **gcompris** menu from where the keyboard games can be found. The game shown on the right involves letters dropping slowly from above, and these have to be entered on the keyboard before they reach the ground. A similar game is also available for simple words. These can be very exciting if done together by two or three children. Such simple games can also be used for basic evaluation.
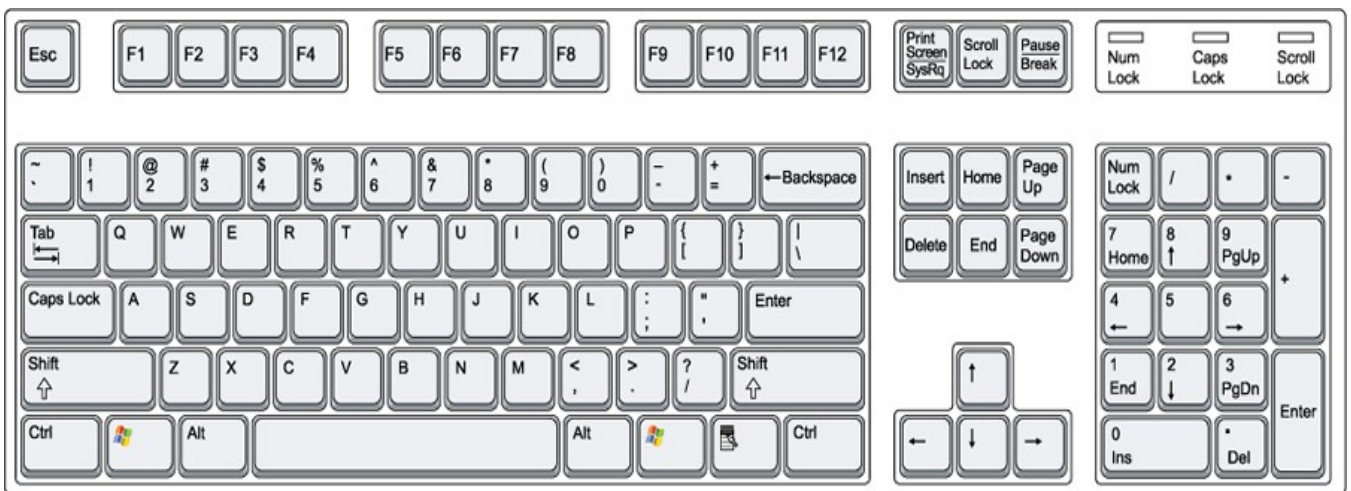
Work Sheet:

1. Observe these two children writing and fill in the blanks.
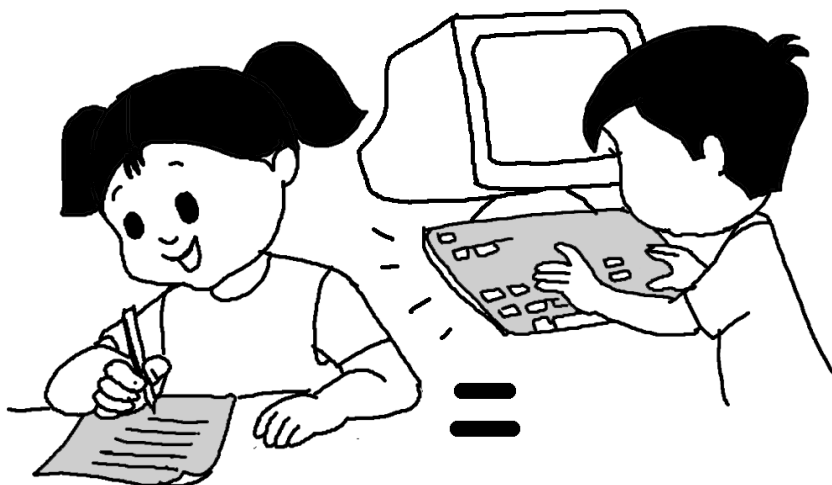
    a. We can write letters and alphabets on to a page using a _____.
    b. To write letters and alphabets on to a computer we use a _____.
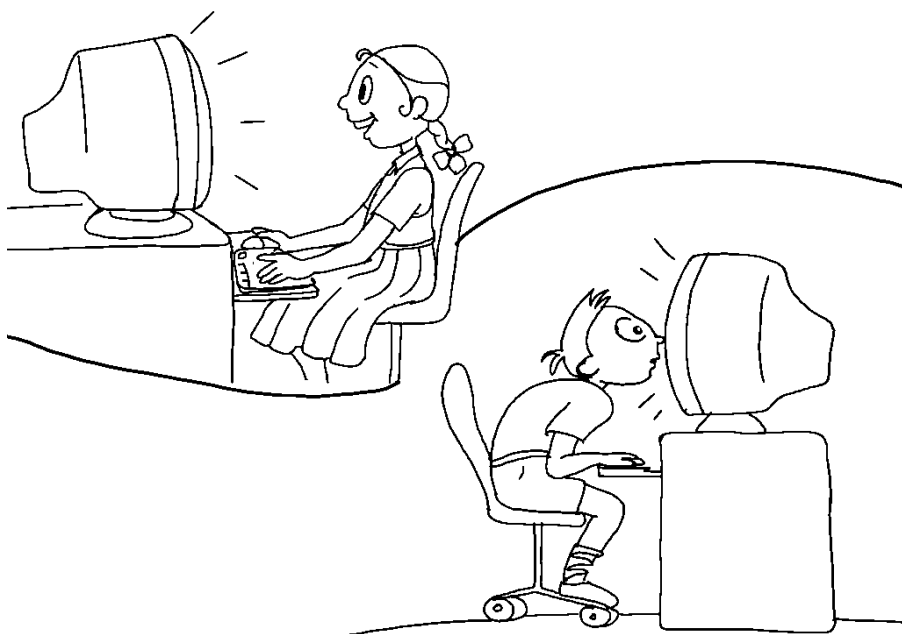
3. a) In the picture of the keyboard below, colour or shade the letters that are in your name.

b) Now, do a longer exercise. Colour or shade the letters in the word
'UNCOPYRIGHTABLE' ☺