



## Unit: 3.4

### Touch Typing

#### Key Learning

- To introduce typing terminology.
- To understand the correct way to sit at the keyboard.
- To learn how to use the home, top and bottom row keys.
- To practise typing with the left and right hand.

#### Key Resources

purple  
mash



2Type

#### Key Vocabulary

##### Posture

The correct way to sit at the computer.

##### Keys

Buttons that are pressed on a computer keyboard or typewriter. These can be described by their position; bottom row, top row and home row (middle row).

##### Space bar

The bar at the bottom of the keyboard.

##### Typing

The action or skill of writing something by means of a typewriter or in this case a computer.

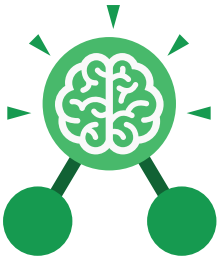
#### Key Questions

##### Why should I have a good posture at the computer?

A good posture is important to help you avoid any injuries that come from repeatedly using the computer incorrectly.

##### Why should I type certain keys with certain fingers?

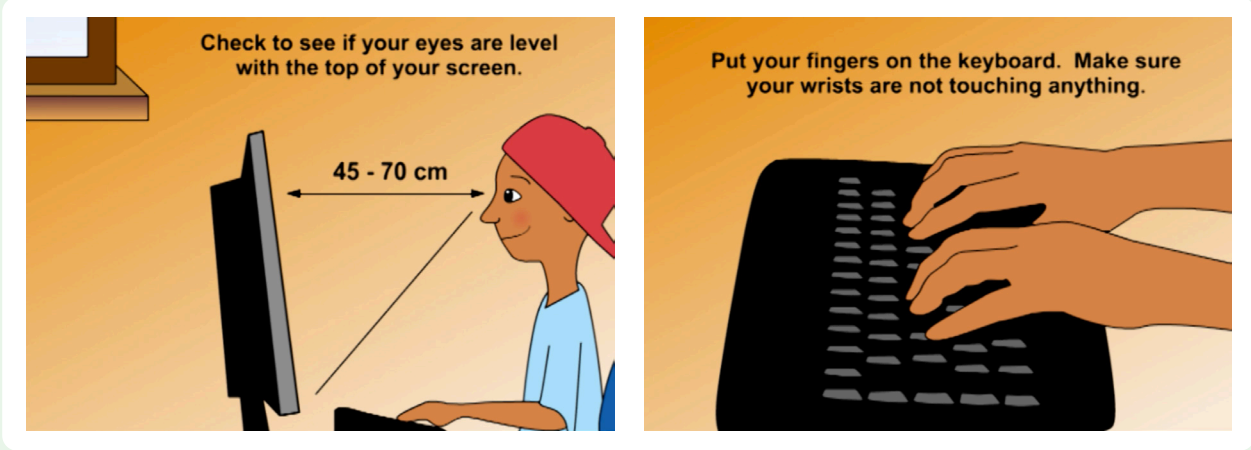
Using specific fingers for specific keys allows you to type more quickly.



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### Key Images



Posture

