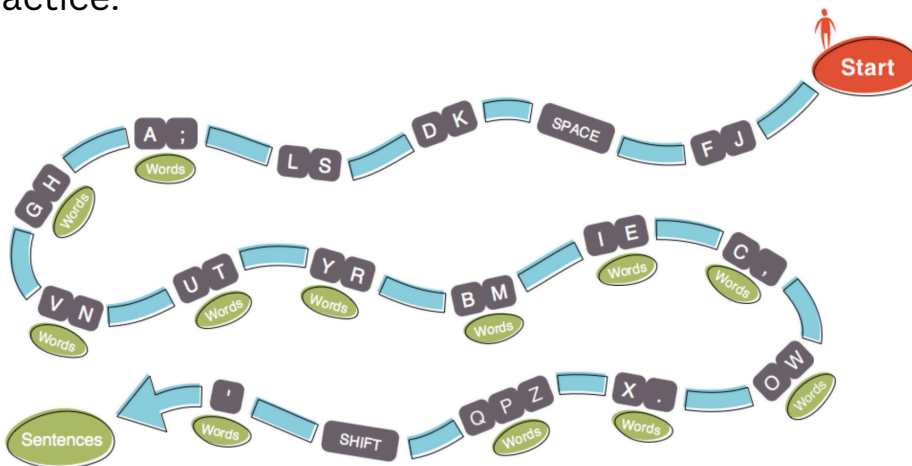# NCCCO FOUNDATION

A keyboard is a tool used to type words, give commands, and complete tasks on a computer. This tutorial will show you how to place your hands, type correctly, and use the keyboard for different activities.

Getting Started with Typing

Typing involves using a keyboard to enter letters, numbers, and symbols into a computer. Start by placing your fingers on the *home row keys*: A, S, D, and F for your left hand and J, K, L, and ; for your right hand. Use your thumbs to press the spacebar. Each finger is responsible for specific keys and the more you practice, the easier it gets.

GCFGlobal has an interactive typing tool you can use to learn which fingers are used for which keys and allows you to practice.

Access more free learning modules on computer literacy topics at
www.ncccofoundation.org/learn-free

✓ Getting Started with Typing

✓ Interactive Tutorial

Want to practice typing?

Scan the QR to access the free GCFGlobal Tutorial!

SCAN TO GET STARTED!