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EDUC 7107-1

Project Assignment Handout

08-25-10

**Step-by –step Instructions for creating the product using this Site**

1. Go to <http://powertying.com>
2. Group 1 will type Exercises 1-5 using a person that knows how to type and use the keyboard.
3. Group 2 will type Exercises 1-5 using a person that does not know how to type or pretend that they cannot type and use a keyboard by peeking.
4. Each group will keep up with the time it takes to finish each assignment and the total of mistakes.
5. Click on the word Qwerty.
6. Click on the Lesson to the right.
7. Click on start.
8. Click in the white box to the left below the typing lesson to begin typing.
9. Type the lesson that is below the Typing lessons for Qwerty, the US standard 101 keyboard  (in the box to the left).
10. After you finish typing the score will appear up top and to the left it will show you a grade and wpm.
11. The groups will compare their findings, discuss how not knowing how to type and use the keyboard can hold up a class.

**Keyboard Shortcuts**

Home

Depress and hold the Ctrl key as you select Home to go to the first line of a document.

[Return to Keyboard](http://www.seoconsultants.com/windows/keyboard/#Keyboard)

Page Up

In a browser window use the Page Up key to move up one full screen on a web page.

[Return to Keyboard](http://www.seoconsultants.com/windows/keyboard/#Keyboard)

Delete

While working with text, use this key to delete characters to the right of the insertion point. This key can also be used to delete selected files. If you use the keyboard combination Shift + Delete the item is permanently deleted, bypassing the Recycle Bin.

[Return to Keyboard](http://www.seoconsultants.com/windows/keyboard/#Keyboard)

End

Depress and hold the Ctrl key as you select End to go to the last line of a document.

[Return to Keyboard](http://www.seoconsultants.com/windows/keyboard/#Keyboard)

Page Down

In a browser window use the Page Down key to move down one full screen on a web page.

[Return to Keyboard](http://www.seoconsultants.com/windows/keyboard/#Keyboard)

Up Arrow

Navigate in a document to the line above. Hold the Ctrl key down as you press this key to move to the beginning of the second line above.

[Return to Keyboard](http://www.seoconsultants.com/windows/keyboard/#Keyboard)

Right Arrow

Navigate in a document one character to the right. Hold the Ctrl key down as you press this key to move one word to the right.

[Return to Keyboard](http://www.seoconsultants.com/windows/keyboard/#Keyboard)

Down Arrow

Navigate in a document to the line below. Hold the Ctrl key down as you press this key to move to the beginning of the second line below.

[Return to Keyboard](http://www.seoconsultants.com/windows/keyboard/#Keyboard)

Left Arrow

Navigate in a document one character to the left. Hold the Ctrl key down as you press this key to move one word to the left.

[Return to Keyboard](http://www.seoconsultants.com/windows/keyboard/#Keyboard)

## Keypad Keys

Num Lock

If you want to use the numeric keypad on the right end of the keyboard to display numbers, the Num Lock key must be selected (usually a light above the Num Lock will indicate that it is on). If you want to use the keypad to navigate within a document, turn off Num Lock by pressing the key (the light will go off).