Week_15

Trinity

Introduction to Technology 01/04/2024

Today's class will begin with a review, then a simple touch typing test (www.TrinityHomeSchool.typingclub.com) , then a short lesson about Flow Charting , lastly we will have a hands on Critical Thinking Exercise.
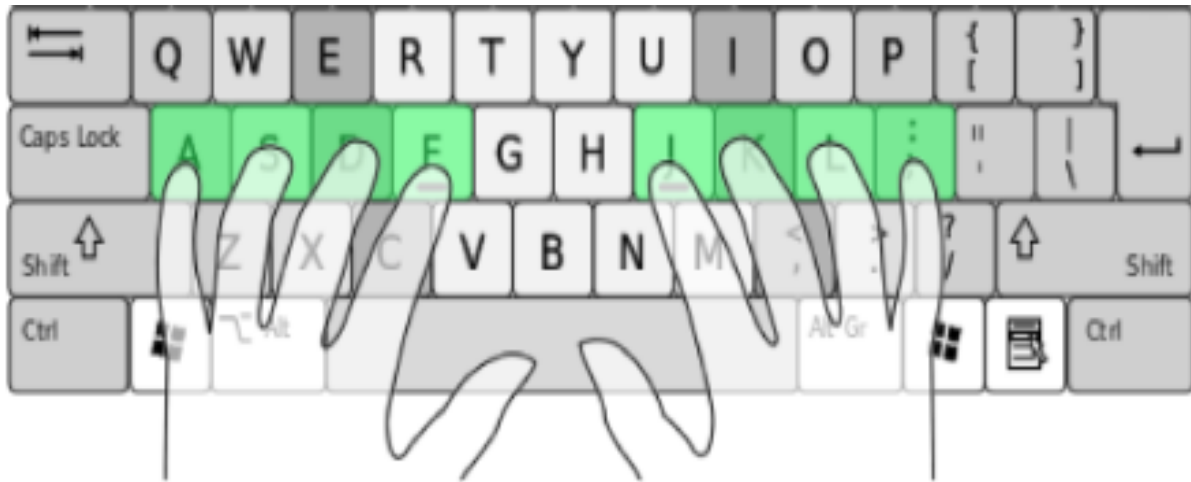
Lets begin our class with a brief review:

<mark>Touch Typing</mark> - is a style of typing without looking at the keys as you type. Although the phrase refers - typing without using the sense of sight to find the keys. A ***touch typist will know the location of the keys on the keyboard through muscle memory***.

Our number one rule is <mark>"Don't Look at the Keyboard!"</mark>

Learn the finger for each key and memorize the location, the

Our number one rule is

Learn the finger for each key and memorize the location, the practice typing each key while NOT looking at the keyboard.

Questions:

1. What is "Touch Typing"?
2. What finger does the [A] key get pressed with?
3. What finger does the [F] key get pressed with?
4. Where should your wrists be while typing?
5. What does proper typing "Posture" mean?
6. What is the #1 rule?
7. Tell me the keys on the "Home Row"?
8. What finger does the [G] key get pressed with ?
9. What finger does the [H] key get pressed with ?
10. What finger does the [L] key get pressed with?
11. What finger does the [S] key get pressed with?
12. What finger does the [T] key get pressed with?
13. What finger does the [U] key get pressed with?

12. What finger does the [T] key get pressed with?

13. What finger does the [U] key get pressed with?

Proper Keyboarding Techniques

- Sit up straight
- Feet flat on the floor
- Body Centered on the Letters G and H
- Elbows bent at side
- Fingers curved and resting on Home Row Keys
- Thumbs resting at Spacebar
- Eyes on your monitor

<mark>Advantages of Touch Typing Skills</mark>

1. **Speed.** This is going to be the first and most obvious benefit of learning to touch type. A touch typist can easily reach typing speeds above 75-80 <u>words per minute</u>, while a hunt and peck typist would be hard pressed to reach 30 words per minute. This also increased by the fact that an accomplished touch typist doesn't have to look at the keyboard. It is difficult to type something while reading it if you have to look down at the keyboard every other stroke to find your next key.

2. **Accuracy**. One of the most important things to learn no matter how hard you type is to type accurately. Avoiding mistakes is important.

3. **Time**. If you increase your typing speed from, say 10 words per minute to 30, you have effectively halved the time it would take you to do the same amount of work. An average two

matter how hard you type is to type accurately. Avoiding mistakes is important.

3. **Time**. If you increase your typing speed from, say 10 words per minute to 30, you have effectively halved the time it would take you to do the same amount of work. An average two finger typist, typing at for example of 5 words per minute, will type a 250 word section in about 25 minutes. A touch typist, on the other hand, typing at an average 30 words per minute, can type the same section in around 8 minutes.

4. **Fatigue**. Typing is both mentally and physically exhausting to do for long periods of time. Learning to touch type properly reduces both mental and physical fatigue. Mentally, it keeps you from having to focus on two things at once. All you have to worry about is your output, not finding the individual keys. Physically, it keeps you from constantly having to bend your head over the keyboard to find your next couple of keystrokes.

5. **Health**. Overall, touch typing is better for your health. You're not hunched over looking at the keys, and using all of your fingers actually reduces the risk for repetitive stress injuries, or RSI. Many people who work on keyboards or with computers all day are at risk for these repetitive stress injuries.

6. **Job Prospects**. Typing is not an optional skill anymore. Many employers require computer skills and a certain typing speed to even be considered for some positions. Needless to say, they aren't looking for 10-20 word per minute hunt and peck typists. Learning to touch type, and to do so accurately, can be one of the most invaluable skills of your career.

7. **Focus**. When you're typing with two fingers, your focus is split between finding the keys on the keyboard and the work you are doing on the computer. Learning to touch type allows you to focus on one thing instead of two. This tends to

increase productivity and make it easier to pay attention to the details of your project rather than having to focus on your keys.

8. **Editing**. If you spend your time staring at your keyboard, you are not going to notice spelling or grammar mistakes until well after you have made them. Touch typing give you the option of editing as you go. You'll be able to see errors as they appear and backspace to fix them. This is also good for grammar mistakes, as what you see in your head may not sound as good on paper.

Next, we will take an easy typing test:

📋 **Happy New Year 2024** ◉

Students can take this optional touch typing test

Test active | Jan 6, 2024 - Jan 31, 2024

📋 **Week_15_Beginner_Touch_Typing_Test** ◉

This is a beginner touch typing test with the home row keys. Be sure to use the correct finger for each home row key!!!!

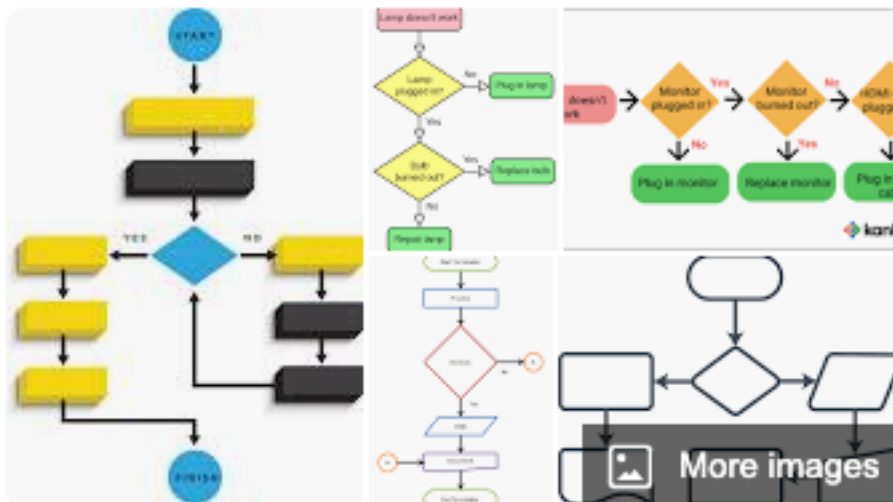Test active | Jan 8, 2024 - Jan 31, 2024

Students will begin with a warm up with the home row, then practice with small words... Be sure to keep you fingers on the correct key and position.

Test active | **Jan 8, 2024 - Jan 31, 2024**

What is a Flowchart?

A Flowchart is a displayed representation of the steps to accomplish a specific task.

Flowchart ⋮

A flowchart is a type of diagram that represents a workflow or process. A flowchart can also be defined as a diagrammatic representation of an algorithm, a

step by step approach to solving a task. The flowchart

4 Basic Flowchart Symbols for Creating a Flowchart

- The Oval. An End or Beginning While Creating a Flowchart. The oval, or terminator, is used to represent the start and end of a process. …

- The Rectangle. A Step in the Flowcharting Process. …

- The Arrow. Indicate Directional Flow. …
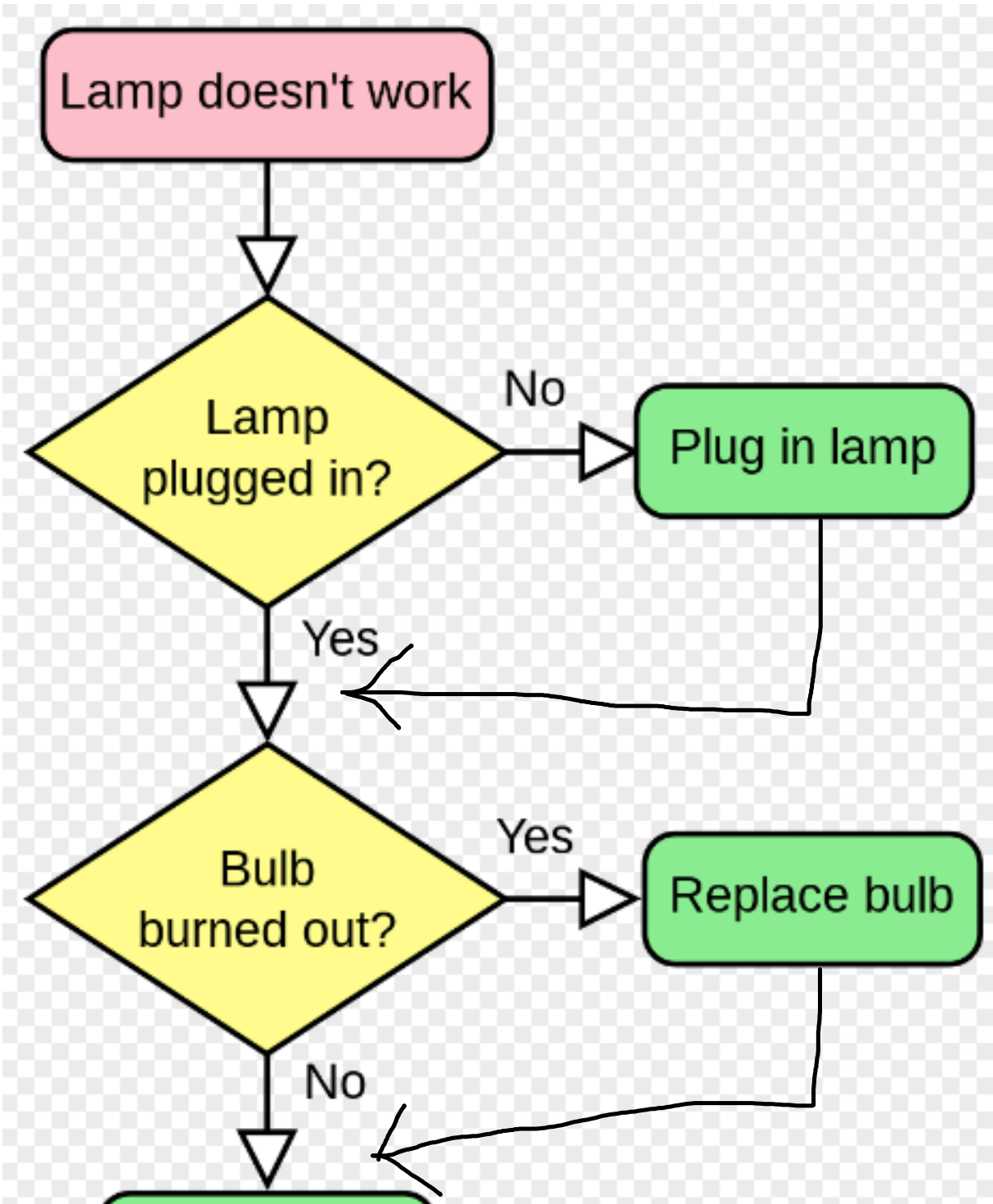
- The Diamond. Indicate a Decision.

Flowchart example:

Lets say your in your bedroom and your lamp stops working. Here is a flowchart to represent the steps you can take to fix the problem…

Remember Arrows indicate the flow.

Diamond is a decision, and decisions usually have a <Yes>

and <No> flow to follow.

Repair lamp

Notice: a flowchart is not linear, there can be multiple paths the flow of the logic can follow.

Next we will have a critical thinking skill hands on exercise.
Hint: the word: "if" is a decision or a condition statement,
         find the "if" and decide how the flow for the (Yes) to process and also find the flow for the (No) logic to process in the flow of the flowchart path.