

COMPUTER SCIENCE

KEYBOARDING

Keyboarding is the process or an activity of typing information into a computer. It has to do with an art of operating or manipulating a computer keyboard.

What are keyboarding skills?

Keyboarding skills are a set of tactics or techniques required to operate a keyboard smoothly while typing. These skills include:

1. Understanding the computer keyboard layout and its functions (a good mastery of the computer keyboard is a necessary keyboard skills).
2. Positioning feet on the floor to gain a good balance (do not cross your feet).
3. Sitting up straight, etc.

Some methods used to improve keyboarding skills are:

1. Doing frequent and consistent short periods practice (practice they say makes perfect).
2. Focus more on accuracy instead of speed.
3. Ensure not to look at the keys while typing.
4. Speed up only when your fingers hit the right keys out of habit.

Keyboarding is important to a student because of the following reasons:

1. It makes one acquire professional skills.
2. It offers an opportunity for job recruitments.
3. It makes one to be self-reliant and useful to oneself.

The following can be considered as the correct sitting postures for keyboarding:

1. Always keep your fingers on the home keys.
2. Sit with your back, erect.
3. Have both of your feet flat on the floor to give yourself a good balance.

THE CARE OF A COMPUTER AND ITEMS USED

Computer care is also known as computer maintenance refers to the state or the practice of keeping a computer in a good condition or state of repair.

In order to take proper care of the computer, one needs to take the following precautionary measures:

1. Do not touch any part of the computer with wet hand.
2. Install antivirus software to prevent computer files from being corrupted by viruses.
3. Perform regular software updates.

4. The computer should be covered with cloth after use to prevent dust from entering into it.
5. When cleaning a computer, do not use any harsh cleaning agents or those which contain ammonia in them on any part of the computer.
6. *Make-up* should be avoided especially powder and combing of hair while working on a computer.

Computer maintenance is very important because of the following reasons:

1. It keeps the computer updated.
2. It detects issues early before they create a problem for the computer.
3. It keeps antivirus software up- to- date.
4. It maximizes software efficiency.
5. It increases the speed of the computer performance.

Items used for the care of the computer are:

1. Compressed air
2. Cotton swabs
3. Cleaning solution
4. Soft cleaning cloth such as a cotton T- shirt.

SIMILARITIES BETWEEN A COMPUTER KEYBOARD AND A TYPEWRITER

A computer keyboard is an input device that allows the computer user to key in or input data such as texts or instructions into the computer.

Some uses of the computer keyboard can be enumerated thus:

1. Computer keyboard can be used for short cut, like copy, paste, empty trash, etc.
2. It also enables the user to type text into the computer with fast speed and less time consumption.
3. It is the most common device that enables the user to interface with the computer.
4. With the aid of a cable or a wireless connection, a keyboard can be connected to a computer system unit.

A typewriter is a mechanical device with keys for producing alphabetical characters, numerals, and typographical symbols.

The similarities between a computer keyboard and a typewriter can be outlined as shown below:

1. They are both divided into four sections.
2. They both have alphabets and number keys.

3. They both could be moved either right or left.
4. Both of them have the space bar.
5. Both have the caps lock.
6. The back space is found in both keyboard and typewriter.

Although one of the major similarities between a typewriter and a computer keyboard is that both are used in typing information, a typewriter has some of the following disadvantages.

1. Typewriters waste paper.
2. They cannot function as a storage device.

Worthy of note is the fact that a computer has the following advantages over a typewriter:

1. A computer is a versatile machine because, it is very flexible, accurate and has an incredible speed in performing its job.
2. A computer is multi- functional while typewriters are not.
3. A computer can be used for surfing the web, learning, communicating and entertainment but a typewriter cannot be used for these functions.

DIFFERENCES BETWEEN A TYPEWRITER AND A COMPUTER KEYBOARD

1. Typewriters have few keys while computer keyboards have many keys.
2. Typewriters can only function as a mechanical device while a computer keyboard is a digital device when connected to a computer system.
3. Typewriters cannot be used for short cut like copy, paste, etc., but computer keyboards can be used for short cut like copy, paste, etc.
4. A typewriter is a complete self-contained device, while keyboards work only when connected to a computer.

At this juncture, it is good to note that some of the advantages that computers have over

a typewriter. They include:

1. Computer can store everything that is typed digitally, as opposed to an analog system, such as typewriters; that cannot operate as a storage device.
2. Typewriters waste paper but computers are more environmentally friendly as they do not waste paper.

That notwithstanding, typewriters also have the following advantages:

1. They do not require electricity.
2. They produce rapid hardcopy of documents with no external power needed.
3. They cannot offset the easy use of a word processor thereby helping in editing, corrections and the preserving of early drafts.

KEYBOARD ROWS

(Top, Upper, and Home Keys)

Keyboard rows can be defined as the arrangement of computer keyboard into sections. The keyboard of a computer is arranged into four rows and it is divided into two sections; the left hand side and right hand side.

The name for the top row keys of the computer keyboard is known as **QWERTY** (the name comes from the order of the first six characters on the top left letter row of the keyboard. A Milwaukee newspaper editor and printer named Christopher Sholes invented the QWERTY layout).

They are basically two types of keyboards. We have the standard keyboard (QWERTY) which is most widely used because of its convenience and universal standard. Then, we have the enhanced keyboard (with 101 or 102 key) which is a type of keyboard with the 12 function keys running across the top of the keyboard, instead of 10 function keys that run down the left side. Others include the PC keyboards with 84 keys and AT keyboards also with 84 keys.

These keyboards differ in the placement of function keys, the control keys, the return key and the shift key.

One of the major importance of touch typing is that it enhances muscle memory. Thanks to it, one can type without looking at the keys. If one practices regularly, the fingers of someone will learn their location on the keyboard through muscle memory.

The home row keys are the row of keys on the computer keyboard on which someone fingers rest on when one is not typing. For example, on the standard qwerty united states keyboard, the home row keys for your left hand are A, S, D, and F and your right hand are J, K, I, and; (semicolon). For both hands, the thumbs rest on the space bar.

People find the process of typing on the computer without looking at the keyboard so hard and difficult because it takes time for the muscles in your hands or fingers to develop so that you can make the controlled movements that touch typing requires.

This difficulty could be overcome if one has a study guide, take a good course, if possible with an instructor or tutor that emphasizes and focuses on accuracy before speed.

The reason why the keys on the computer keyboard are randomly positioned dates back to the time of manual typewriters. When the manual typewriter was first invented, they had keys arranged in an alphabetical order, but people typed so fast that the mechanical character arms got tangled up. So the keys were randomly positioned to actually slow down typing and prevent key jams.

DIVISION OF KEYBOARD

(Left Hand Side and Right Hand Side, Alpha Numeric Keys)

The division of a computer keyboard refers to the separation of the keyboard into four sections. There are five main parts of most of desktops or laptops computer keyboards. These parts include: the alpha numeric keypad, the numeric keypad, the arrow keys, the control keys and the function keys.

On a standard QWERTY United States keyboard, the home row keys for your left hand are A, S, D, and F and your right hand are J, K, I, and ; (semicolon) for both hands, the thumbs rest on the space bar.

The fingers on your left hand should be placed over the A, S, D and F keys and the fingers on your right hand should be placed over the J, K, I, and ; (semicolon) keys.

The above mentioned keys are considered the home row keys.

Worthy of note is the fact that every computer keyboard contains a set of keys known as the alphanumeric keys. The term alphanumeric refers to either letters or numbers, but not symbols or command keys. The **number keys** on a computer keyboard are often located in two different spots on the keyboard; above the letters and to the right of the letters.

Alphanumeric keys can also appear on laptops, ATMs, (Automated Teller Machines) or any device like phones where both numbers and letters are equally necessary.