

Working with computers

**Computer Centre
Faculty of Medicine**



UNIVERSITY OF KELANIYA

When you use computers...

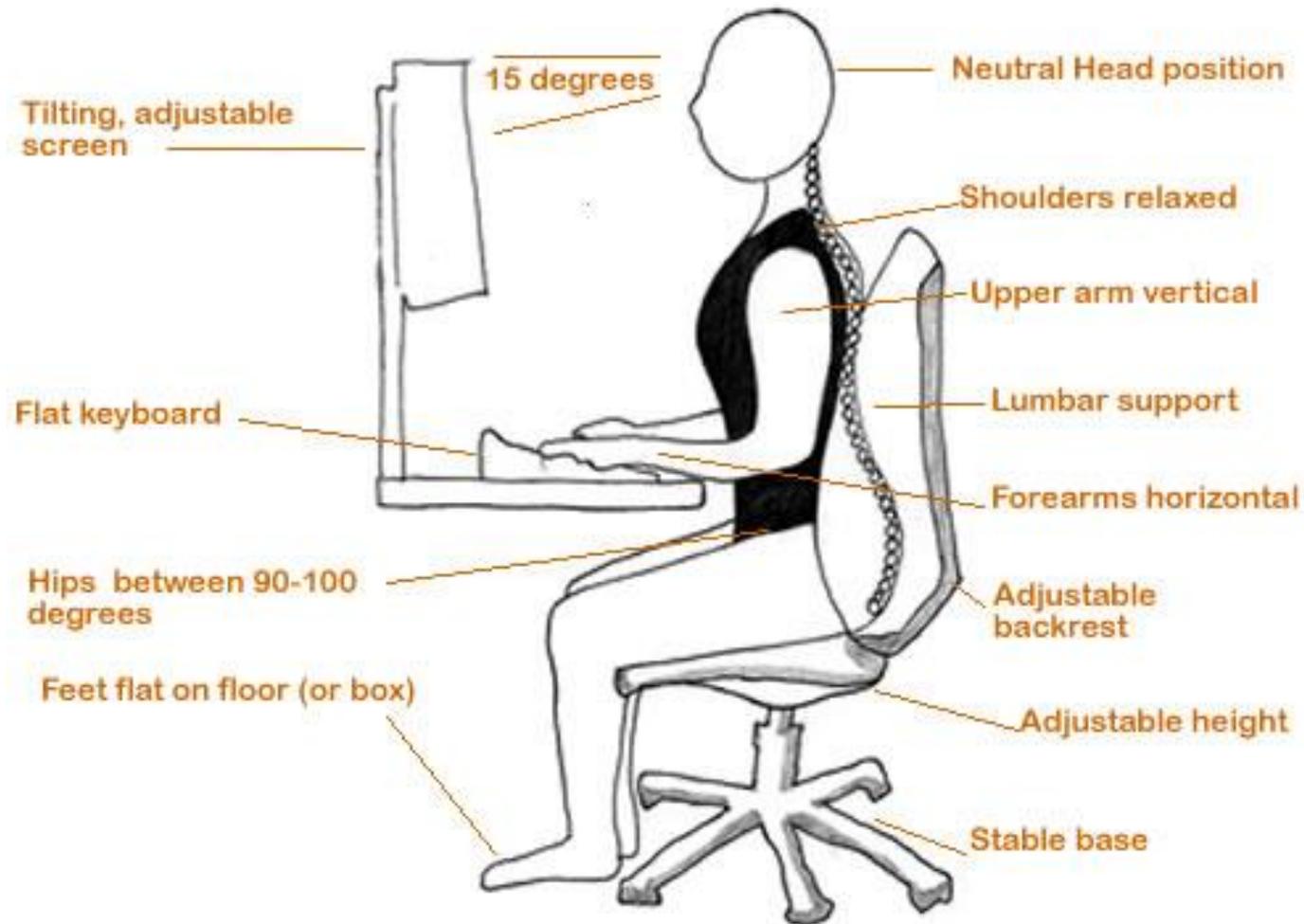
- Comfortable
- Productive



Comfortable...



Comfortable...



Uncomfortable...

- You may experience occasional discomfort in your hands, arms, shoulders, neck, or other parts of your body
- Persistent or recurring discomfort, pain, throbbing, aching, tingling, numbness, burning sensation, or stiffness
- Bad posture
 - Carpal tunnel syndrome
 - Tendonitis
 - Tenosynovitis

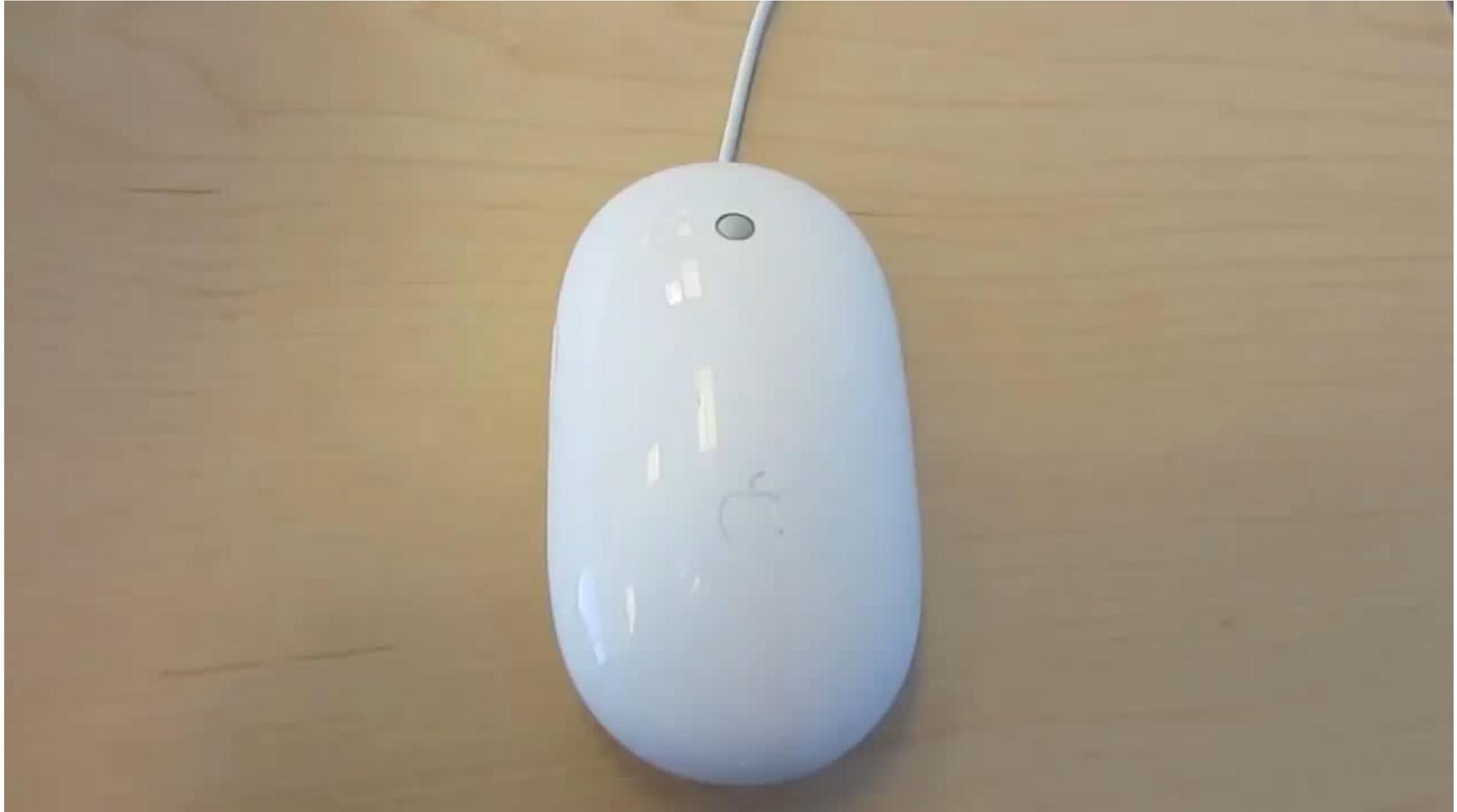


Lesson plan...

- How to use the mouse
- **Typing Master** (a software to learn typing) – **already done**
- Windows 10



How to use the mouse



Productive...

- **? How** – biggest productivity gains from touch-type.

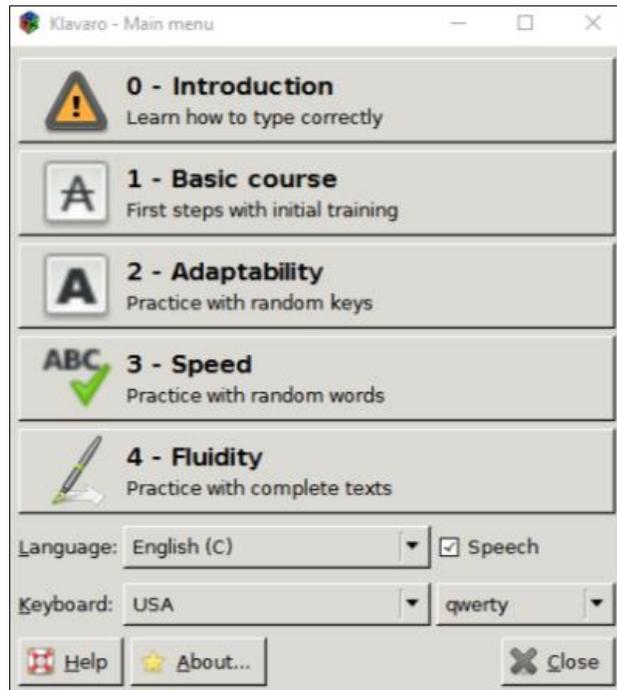


Typing Master



<http://www.typingmaster.com/typing-tutor/free-download.html>

Klavaro



- <http://klavaro.sourceforge.net/en/index.html>



Windows 10



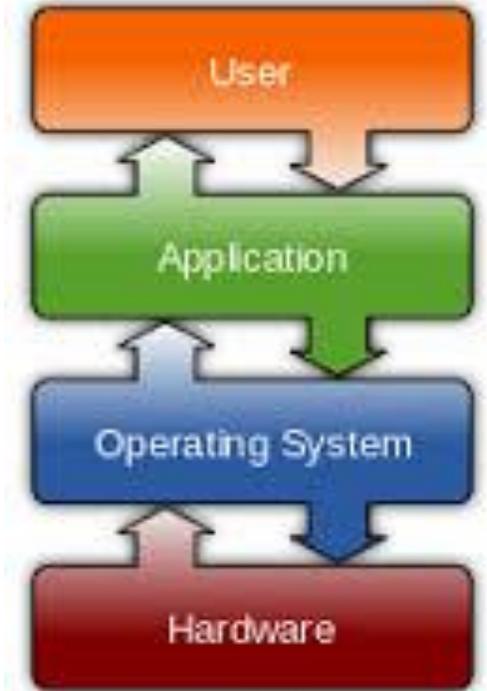
- **What is an Operating System ?**

The operating system (OS) is the most important program that runs on a computer. Every computer must have an operating system to run other programs and applications.

http://www.webopedia.com/TERM/O/operating_system.html

- **What is Windows 10?**

Windows 10 is a personal computer operating system developed and released by Microsoft.



Windows 10 is the last and latest Operating System released by Microsoft.



Windows 1.0 (1985)



Windows NT (1993)



Windows 95/98 (1995)



Windows 2000 (1999)



Windows XP (2004)



Windows Vista (2005)



Windows 7 (2009)



Windows 8 (2012)

www.techgenra.com



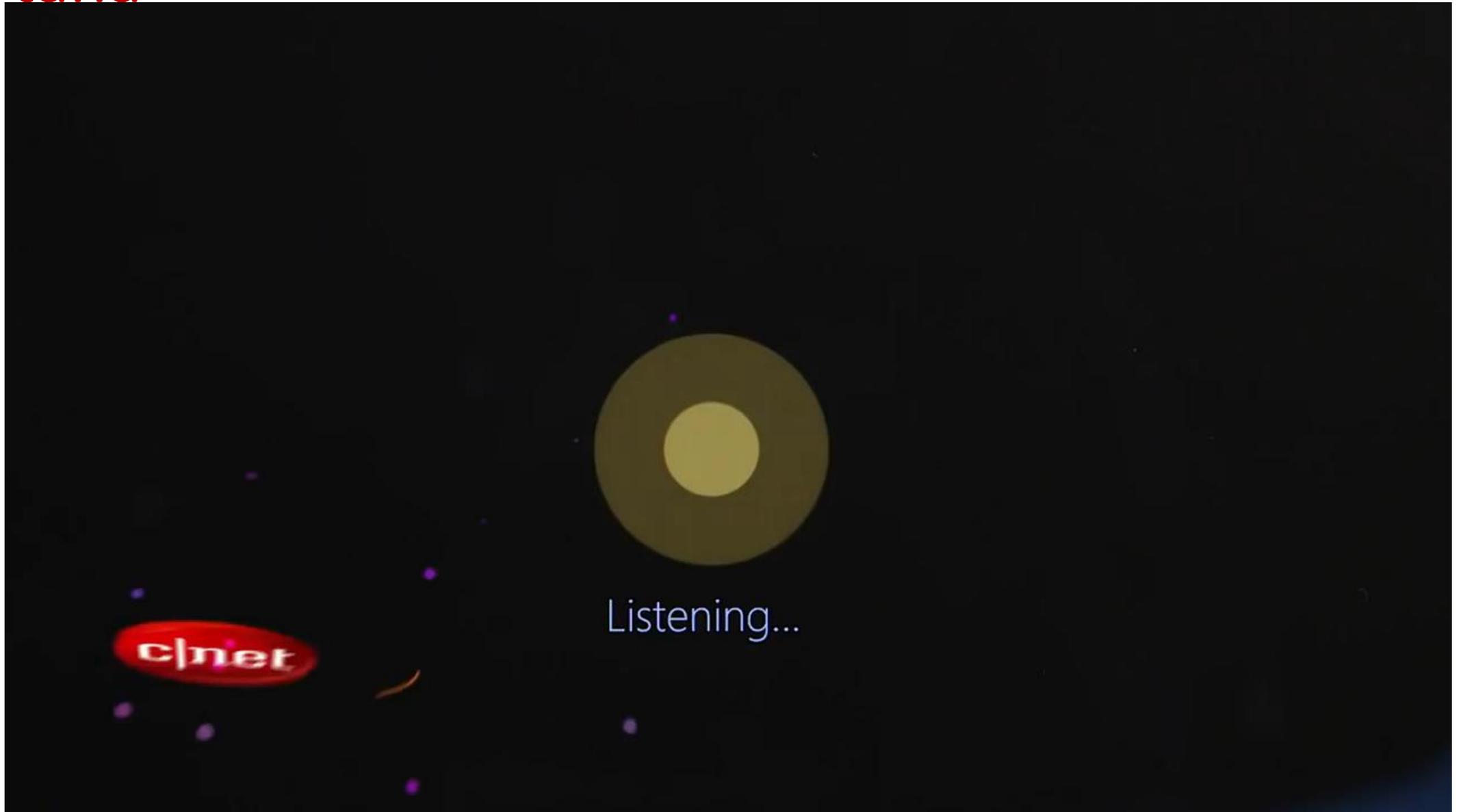
Windows 10 Overview



<https://www.youtube.com/watch?v=mpcliHKybZw>



Cortana

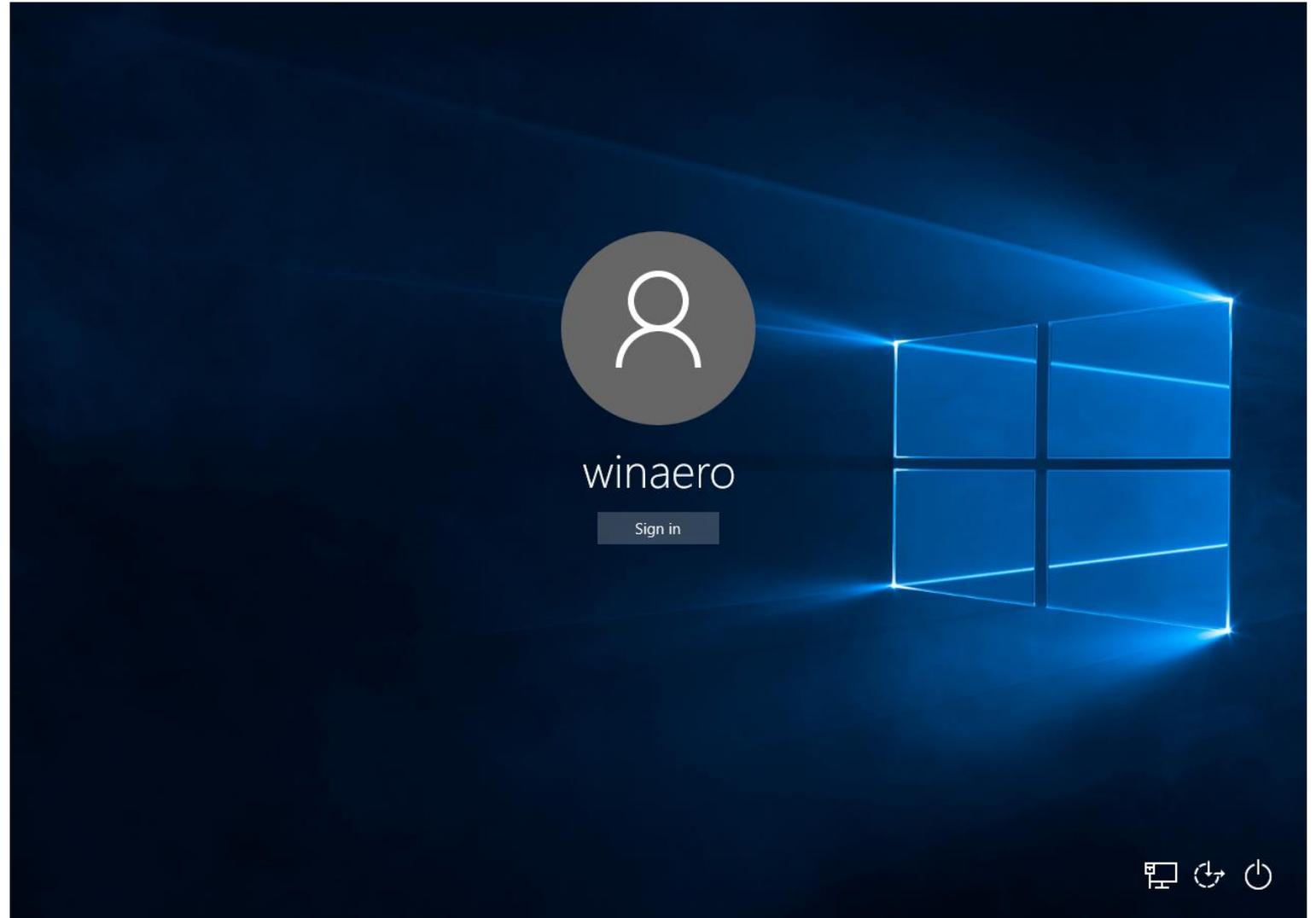
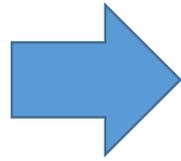


<https://www.youtube.com/watch?v=7OgETLaQko0>

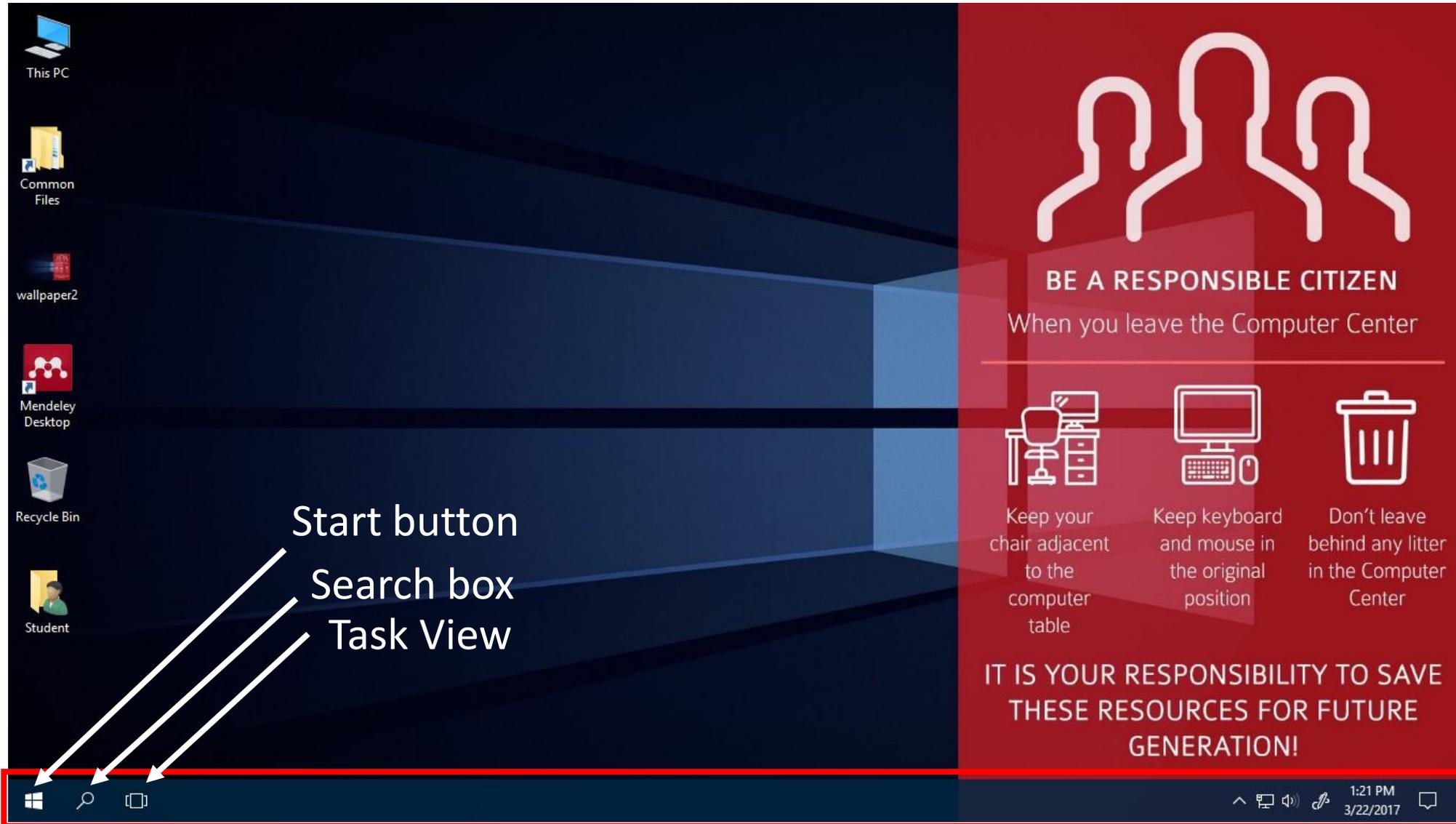


Win 10 logging screen

Power on the PC



After the logging



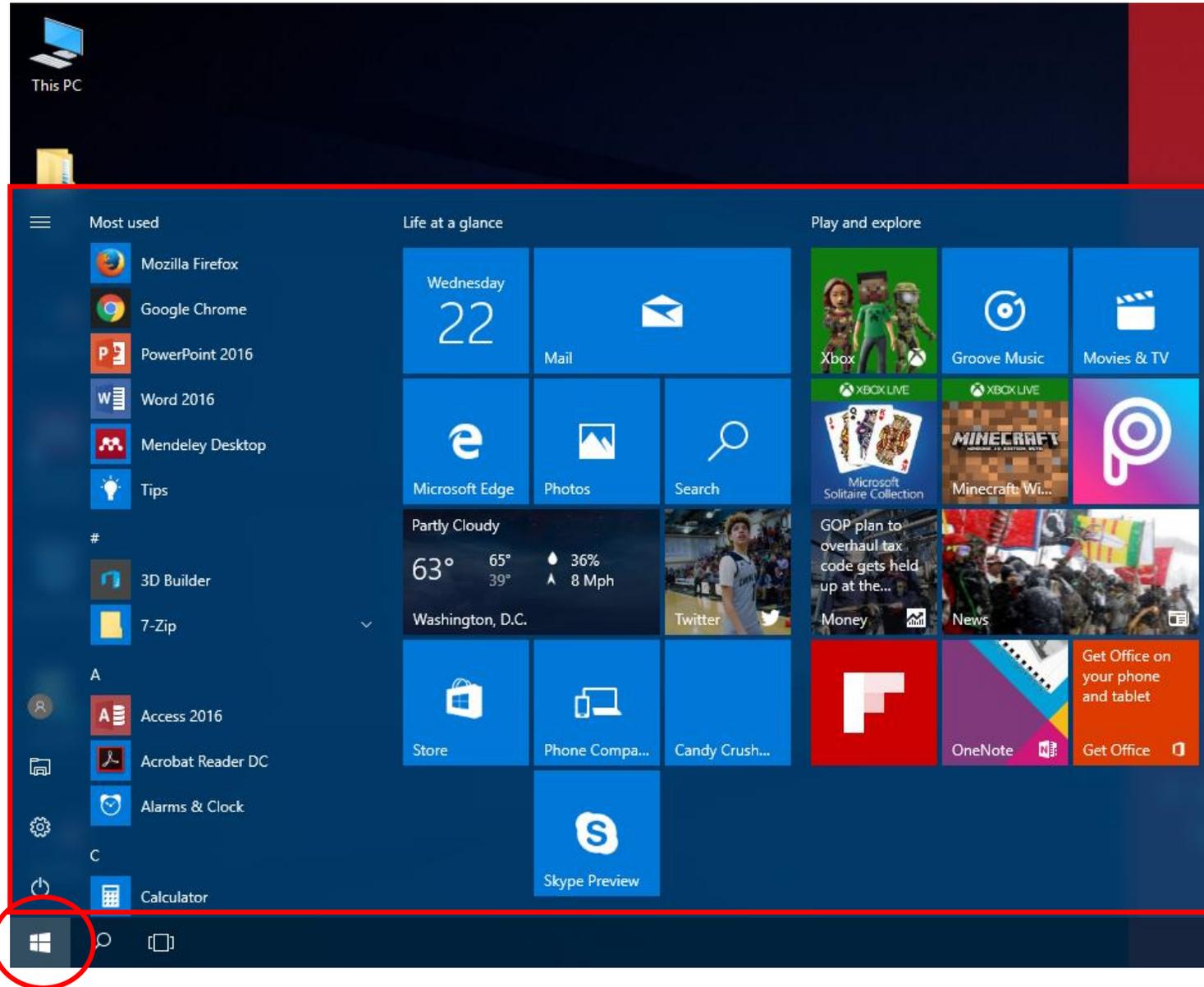
Start button

Search box

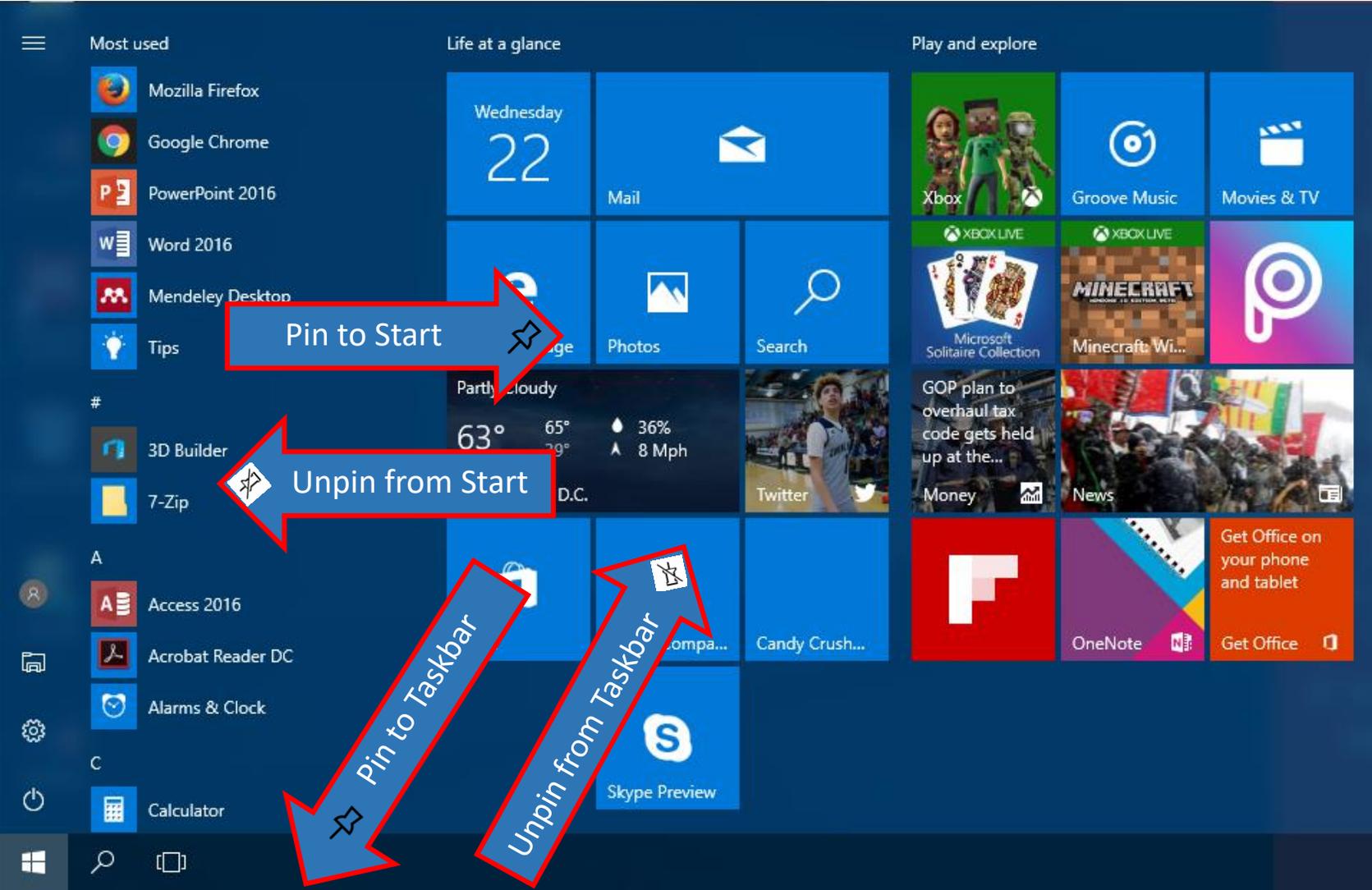
Task View

Taskbar

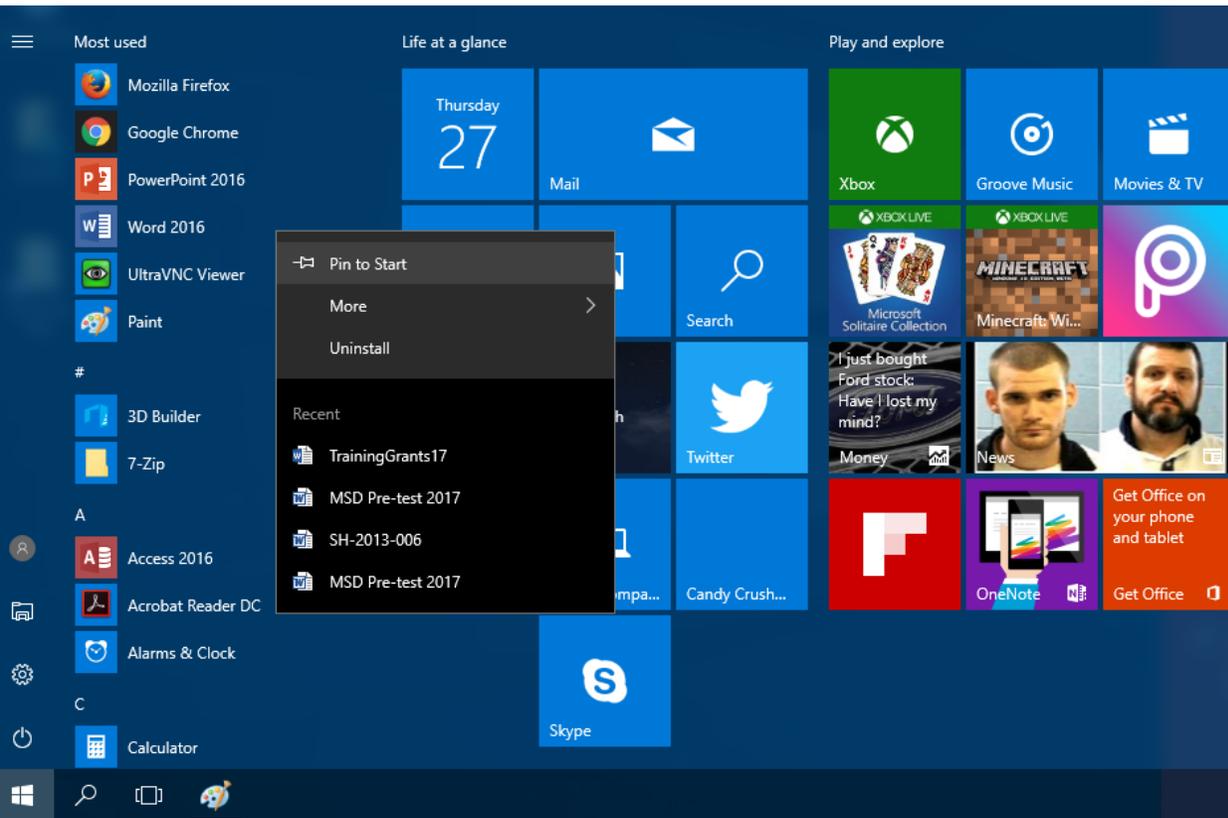
Start Menu & Start button



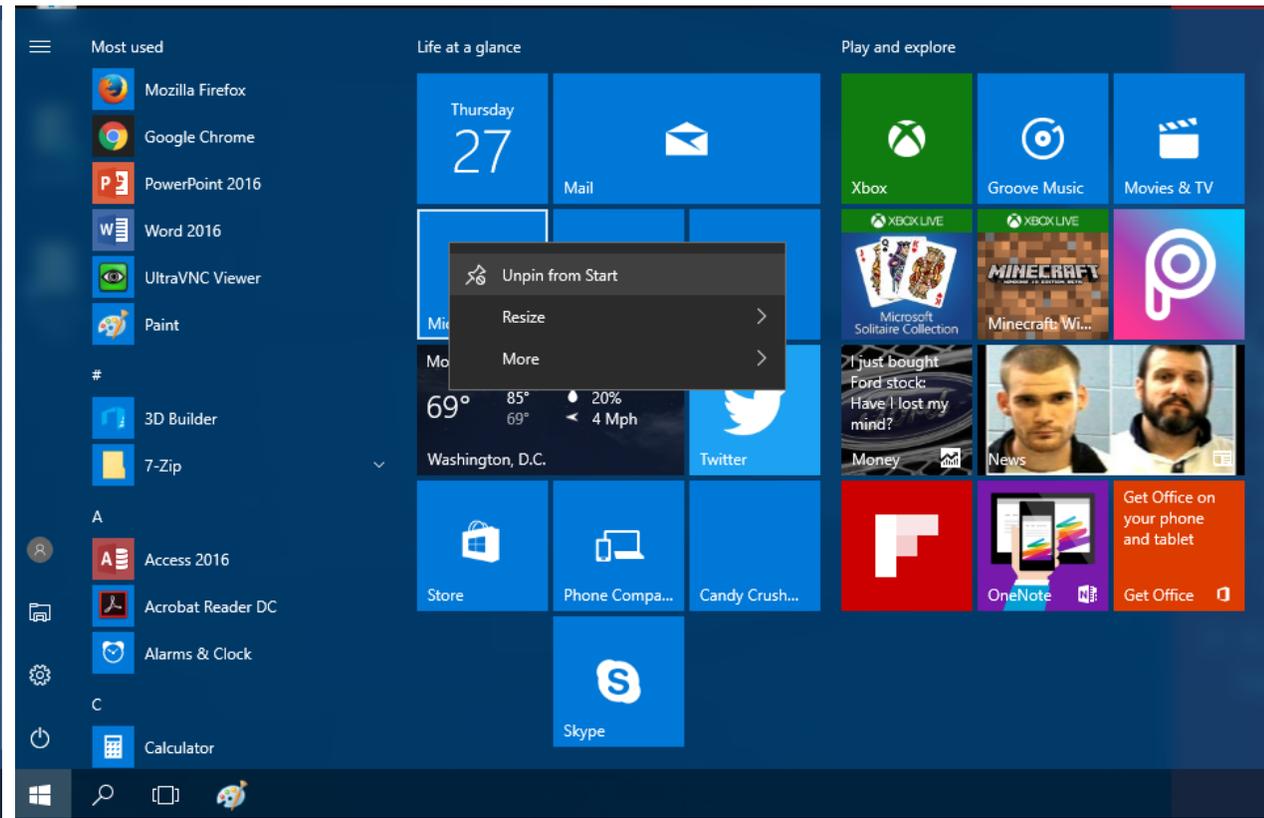
Pin/Unpin tiles



Pin to Start



Unpin from Start



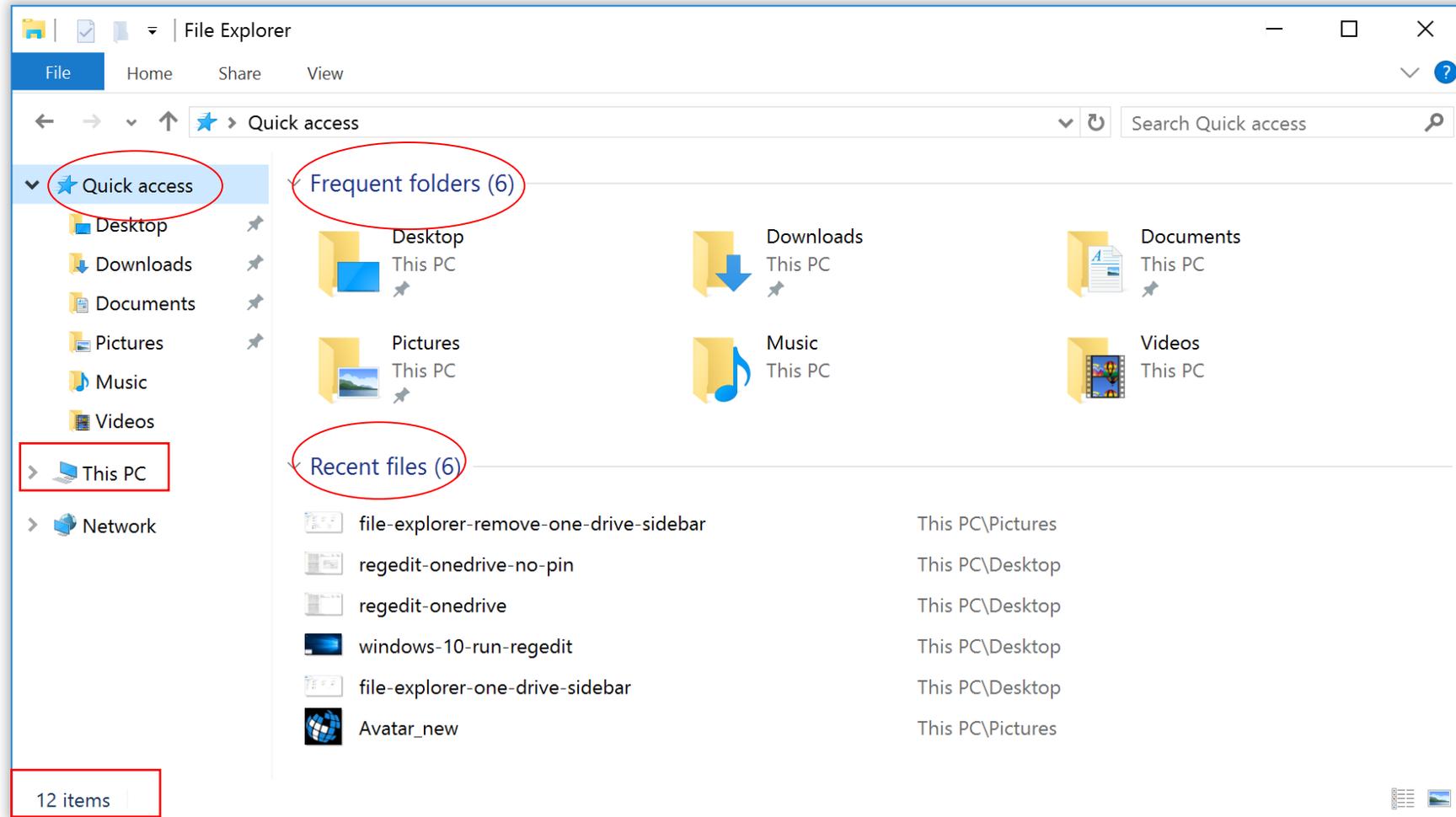
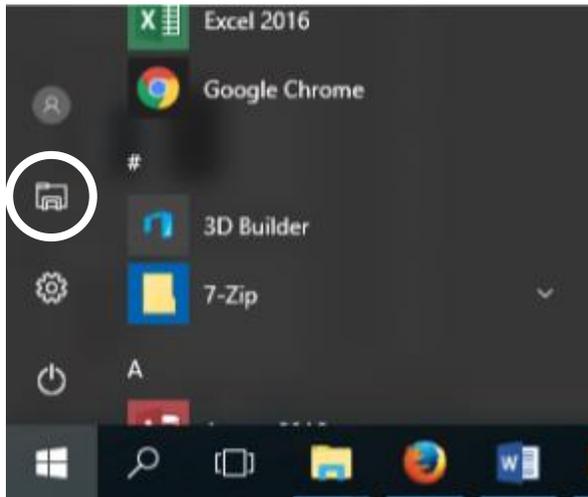
Pin to Taskbar

Unpin from Taskbar



• What is File Explorer?

It provides a graphical user interface for accessing the **files and folders** in the computer (file systems).



- **What are files and folders ?**

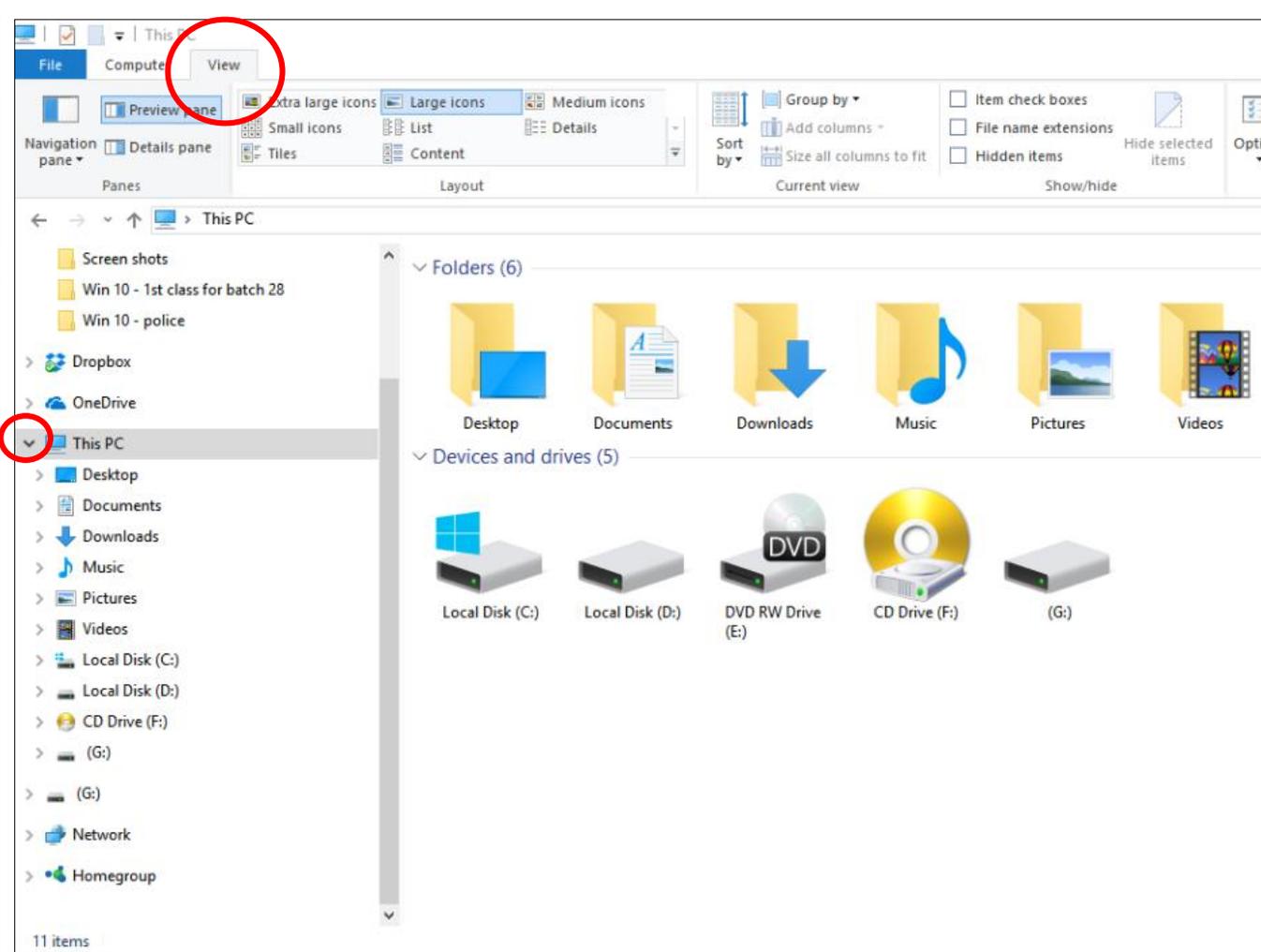
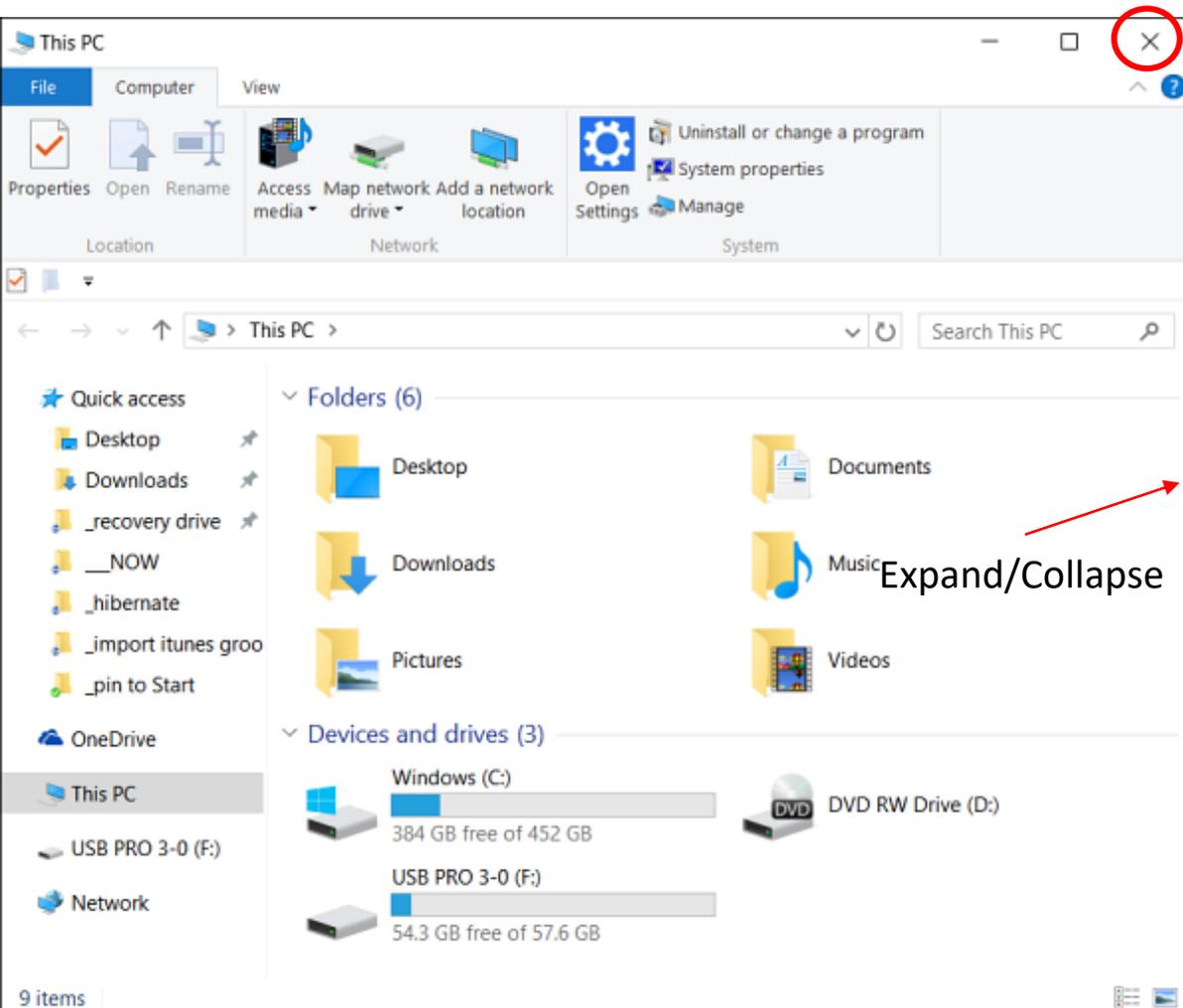
Files can be documents, data, programs etc. in the computer. Folders are used to organize (store) files on the computer.

- Folder icons → 
- Files icons → 

MS Word MS PowerPoint MS Excel Acrobat



This PC in File explorer



Exercise 1:

1. Open **File Explorer**
2. Get the Details View of contents you see on the right
3. Add the **Date created** column
4. Close the file explorer.



Answer :

The screenshot shows the Windows File Explorer interface. The ribbon is set to 'View', and the 'Details' view is selected. The main pane displays a table of files and folders. The table has columns for Name, Date modified, Type, Size, and Date created.

Name	Date modified	Type	Size	Date created
Frequent folders (5)				
Desktop	5/25/2017 1:21 PM	System Folder		10/28/2016 9:05 AM
Downloads	5/29/2017 12:34 PM	System Folder		10/28/2016 9:05 AM
This PC				
Documents	7/27/2017 3:41 PM	System Folder		10/28/2016 9:05 AM
Pictures				
Recent files (20)				
WINDOWS 10 basics -police	7/31/2017 4:35 PM	Microsoft PowerP...	69,832 KB	7/26/2017 12:19 PM
lessons	4/28/2017 10:35 AM	Compressed (zipp...	9 KB	12/9/2016 1:57 PM
4	7/27/2017 3:41 PM	PNG File	0 KB	7/27/2017 3:41 PM
3	7/27/2017 3:40 PM	PNG File	168 KB	7/27/2017 3:40 PM
1	7/27/2017 3:37 PM	PNG File	206 KB	7/27/2017 3:37 PM
2	7/27/2017 3:38 PM	PNG File	206 KB	7/27/2017 3:38 PM
TrainingGrants17	5/29/2017 12:34 PM	Microsoft Word D...	21 KB	5/29/2017 12:34 PM
options	4/26/2017 2:44 PM	VNCviewer Confia...	1 KB	4/26/2017 2:44 PM



Exercise 2:

1. Open **File Explorer** again.
2. Click on Local Disk (C:) in the Navigation Pane.
3. Display contents of the Local Disk (C:) in Details View.
4. Sort the folders and files in descending order of **date modified**.
5. Then change the sort direction to the ascending order.
6. Group the folders and files by name.



Answer

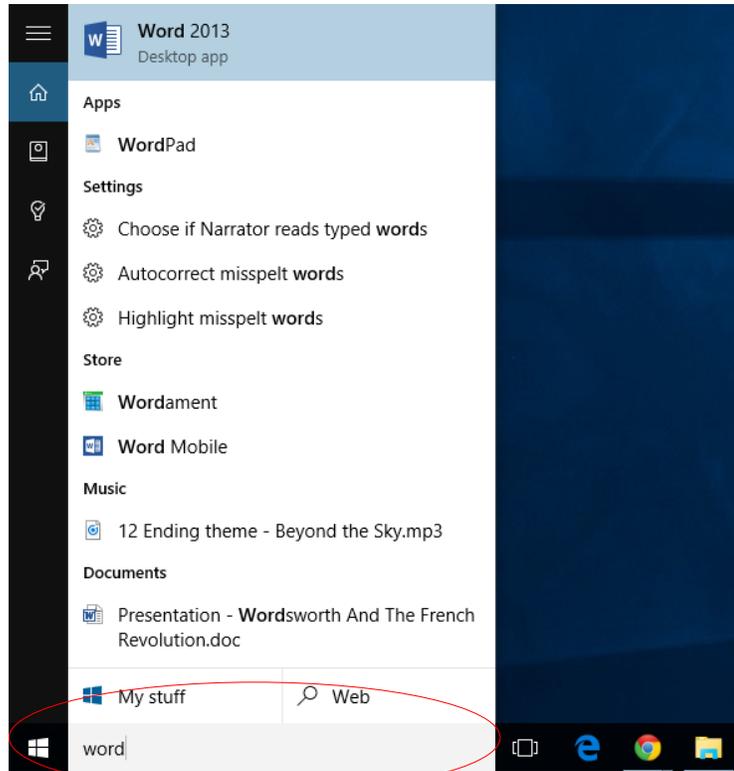
The screenshot shows the Windows File Explorer window for 'Local Disk (C:)'. The ribbon is set to 'Manage', and the 'Details' view is selected. The main pane displays a list of folders:

Name	Date modified	Type	Size
I - P (4)			
Intel	11/2/2016 1:39 PM	File folder	
PerfLogs	7/16/2016 5:17 PM	File folder	
Program Files	5/19/2017 9:55 AM	File folder	
Program Files (x86)	5/19/2017 9:30 AM	File folder	
Q - Z (3)			
The KMPlayer	7/31/2017 4:09 PM	File folder	
Users	10/31/2016 3:37 PM	File folder	
Windows	7/28/2017 4:34 PM	File folder	

7 items

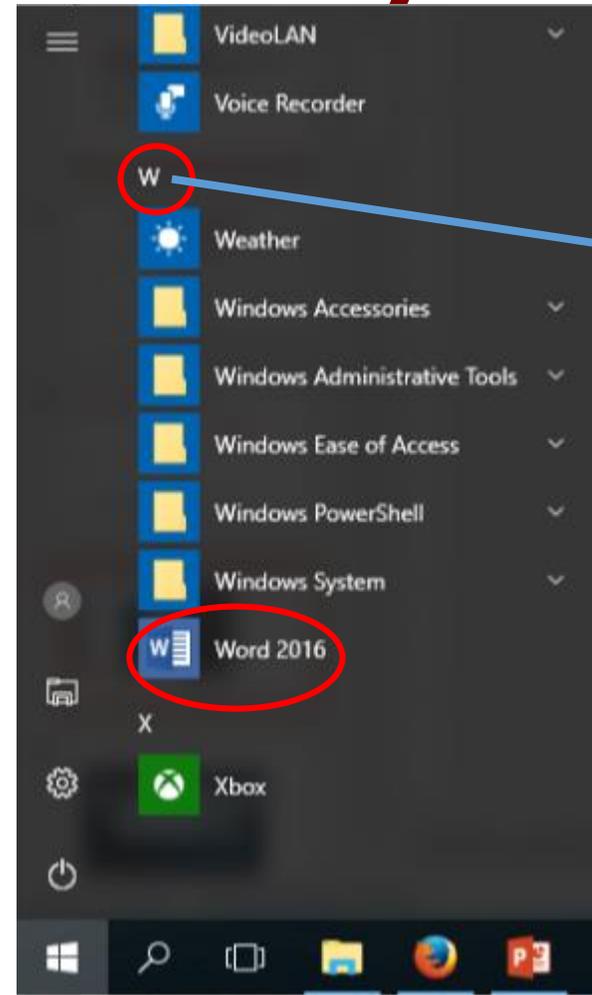


How to Open programs on your computer

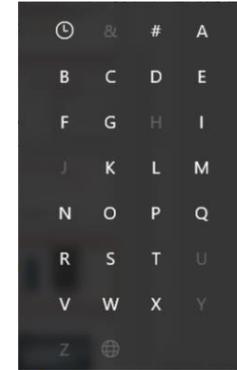


Search

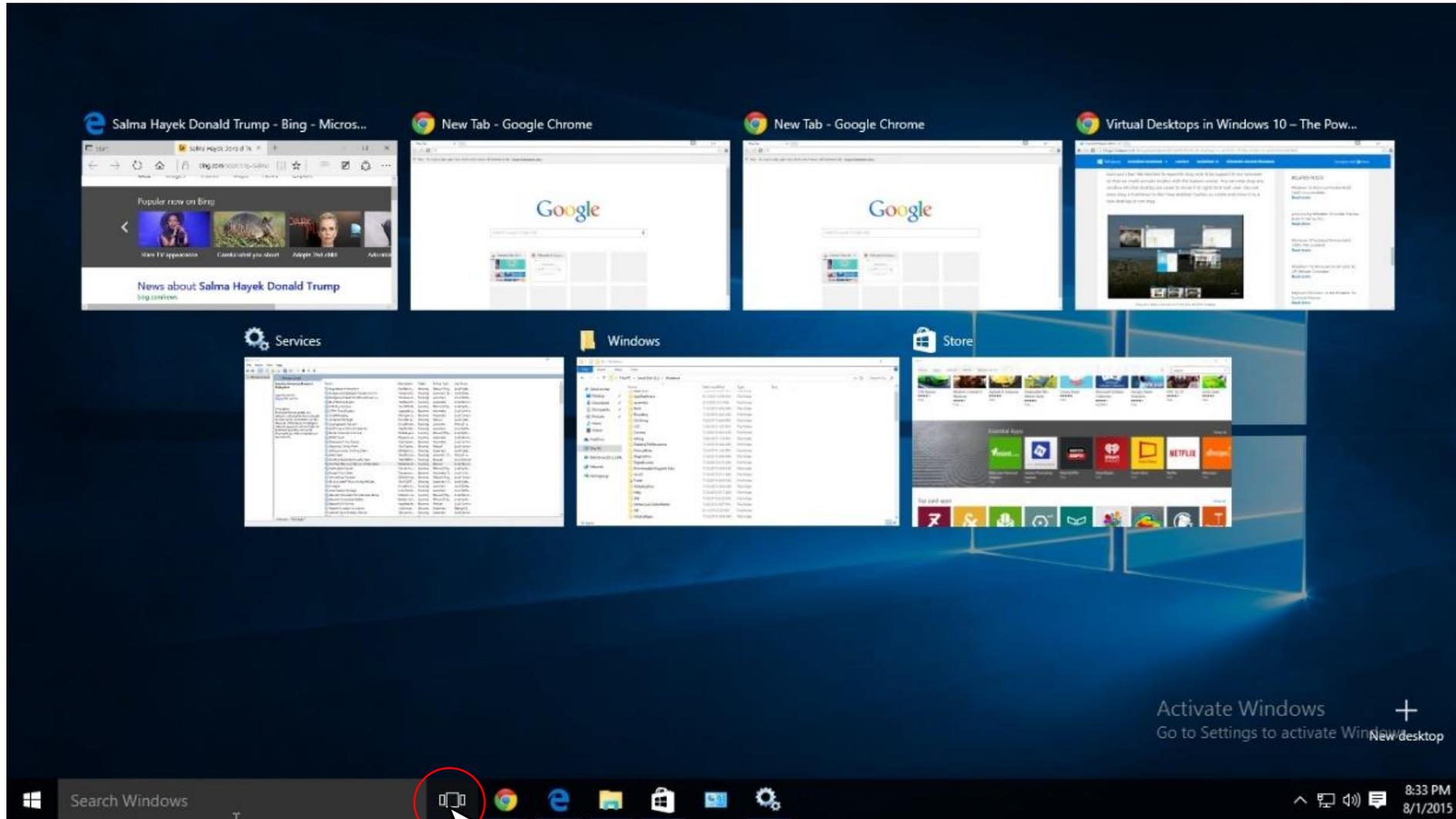
OR



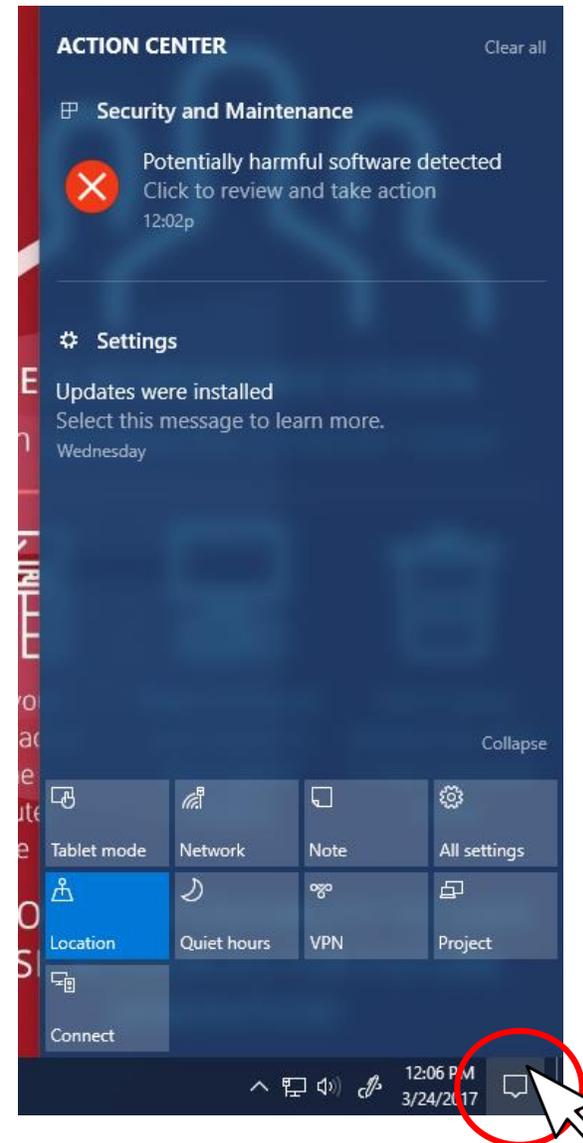
Select from apps



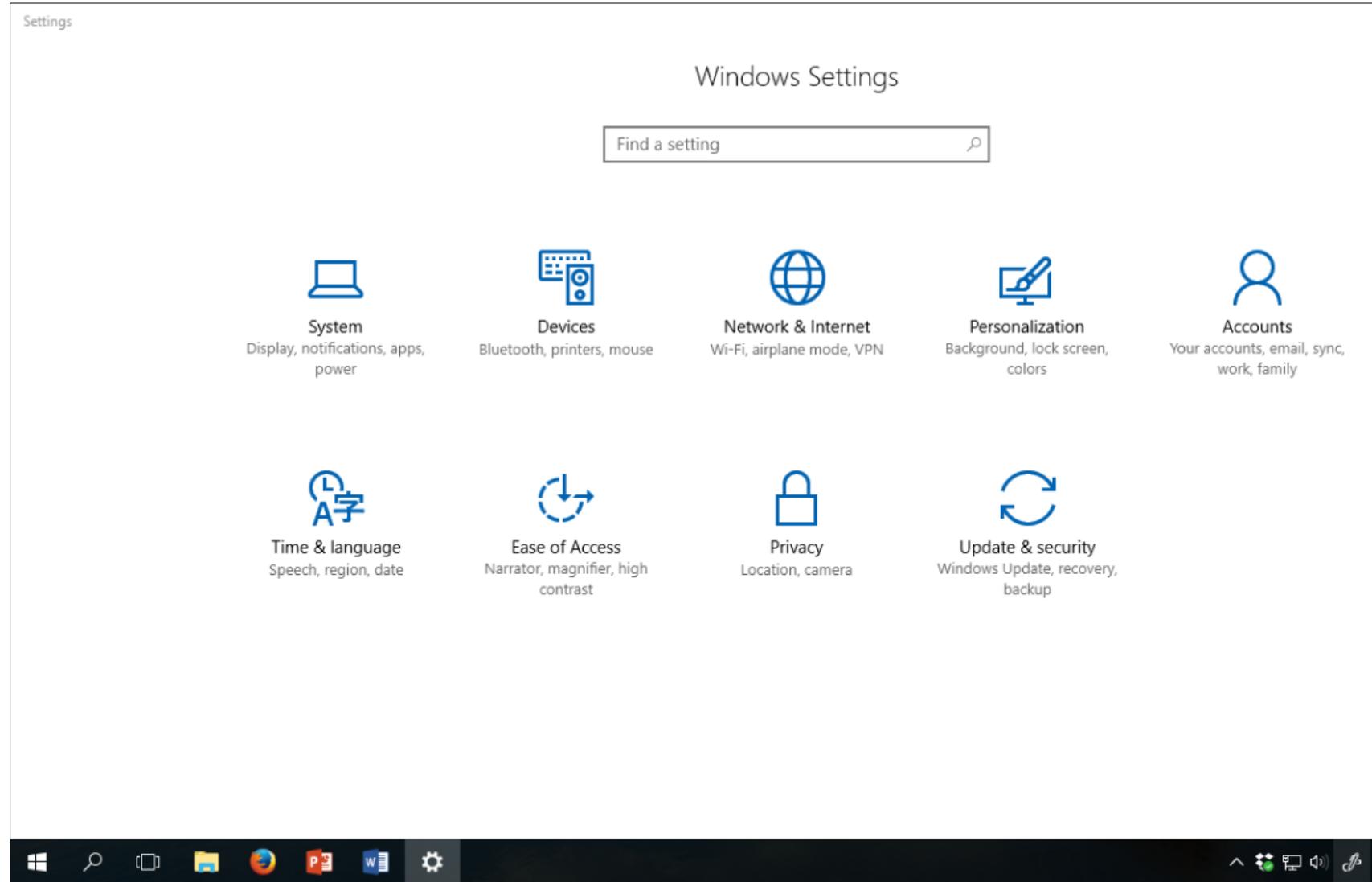
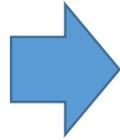
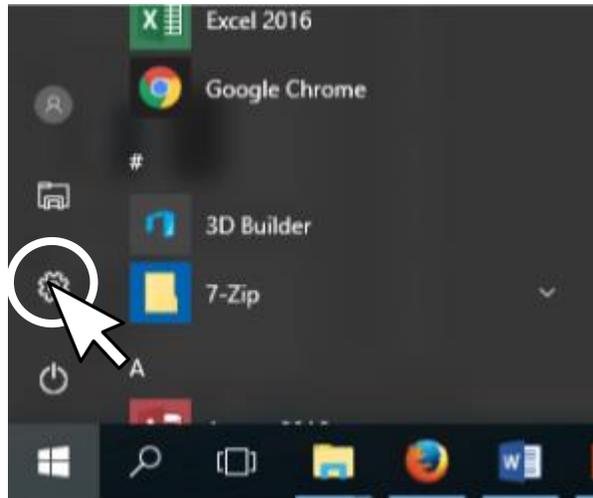
Task view



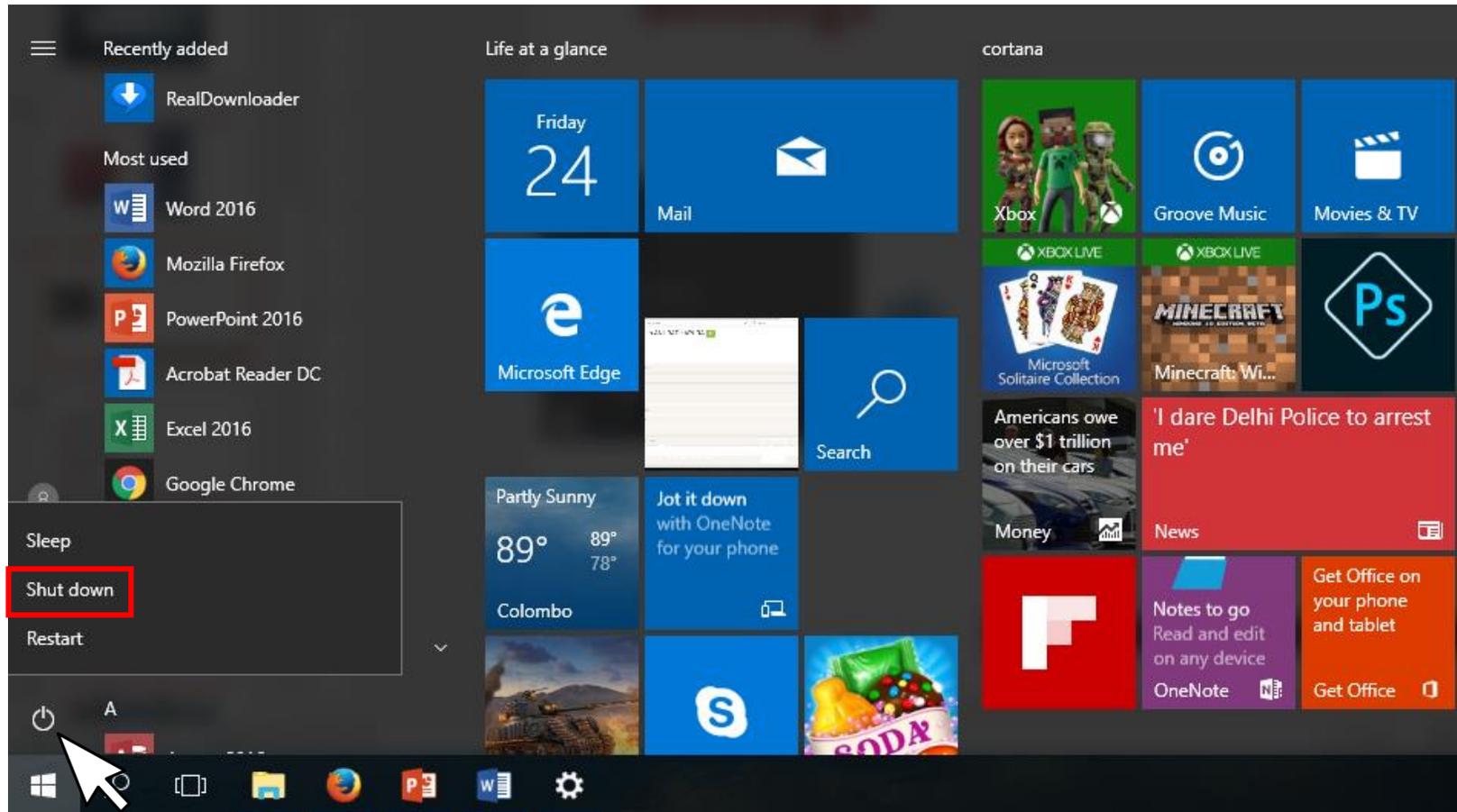
Show hidden icons and Action Center



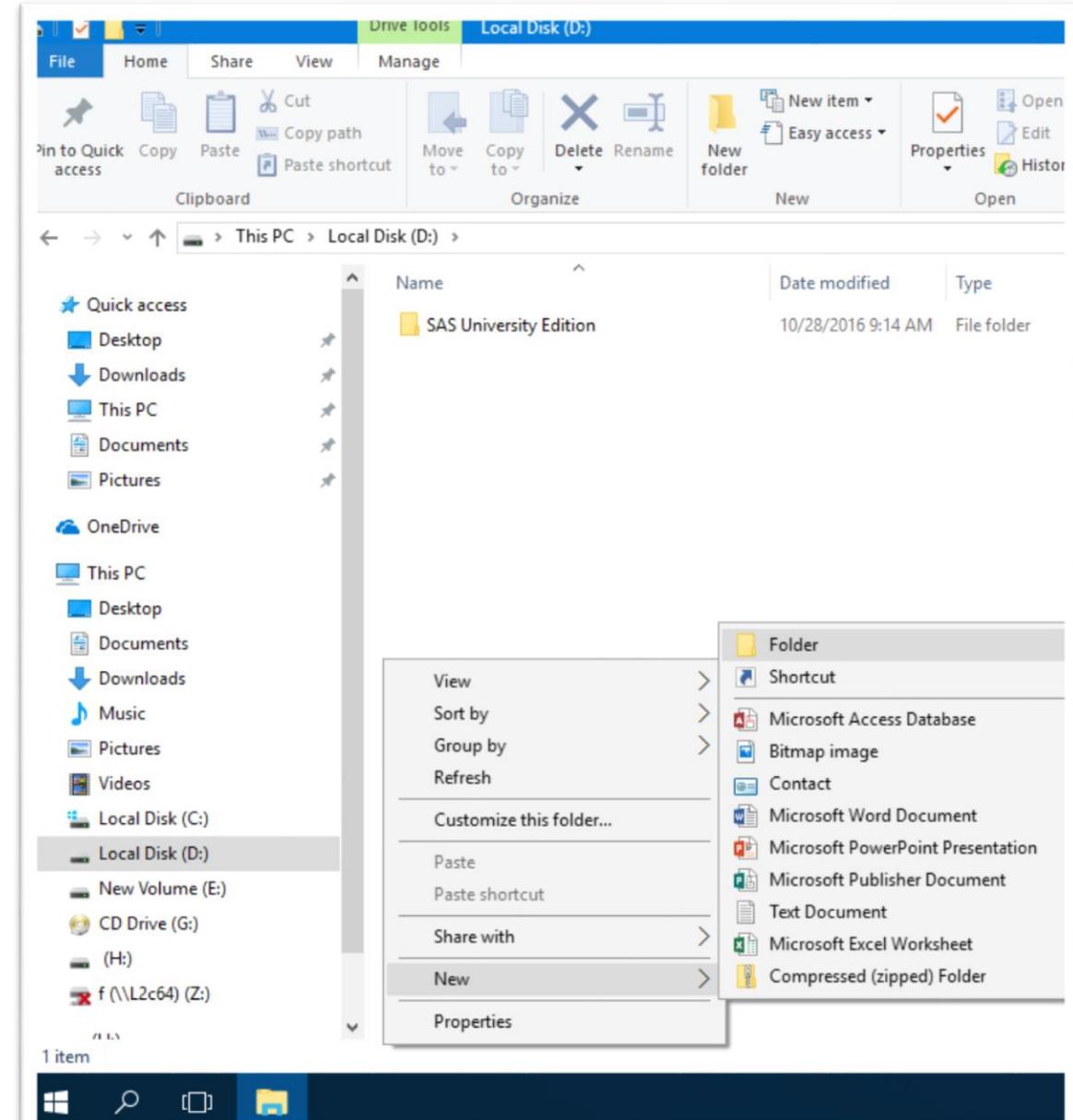
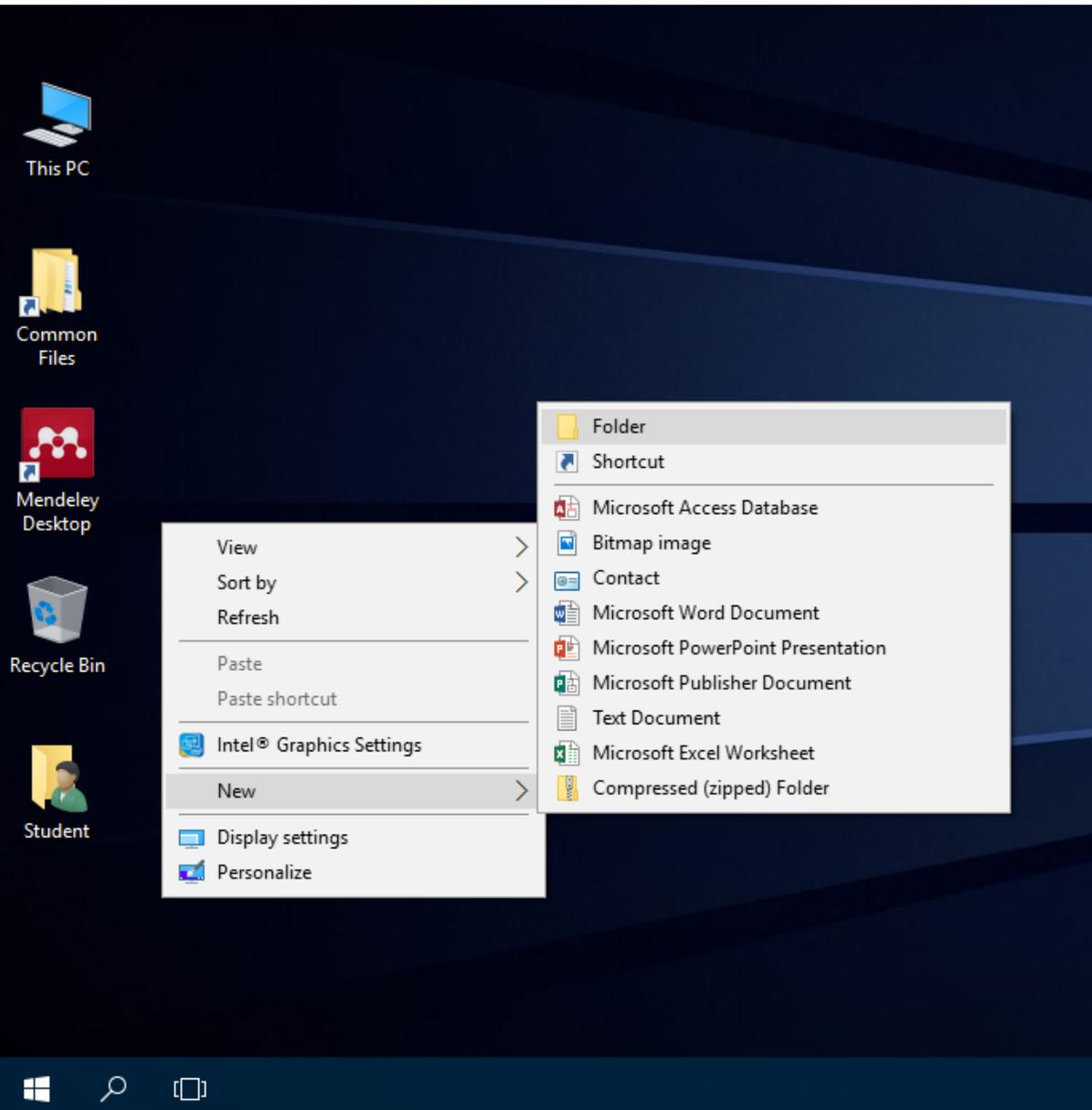
Settings



Shut Down



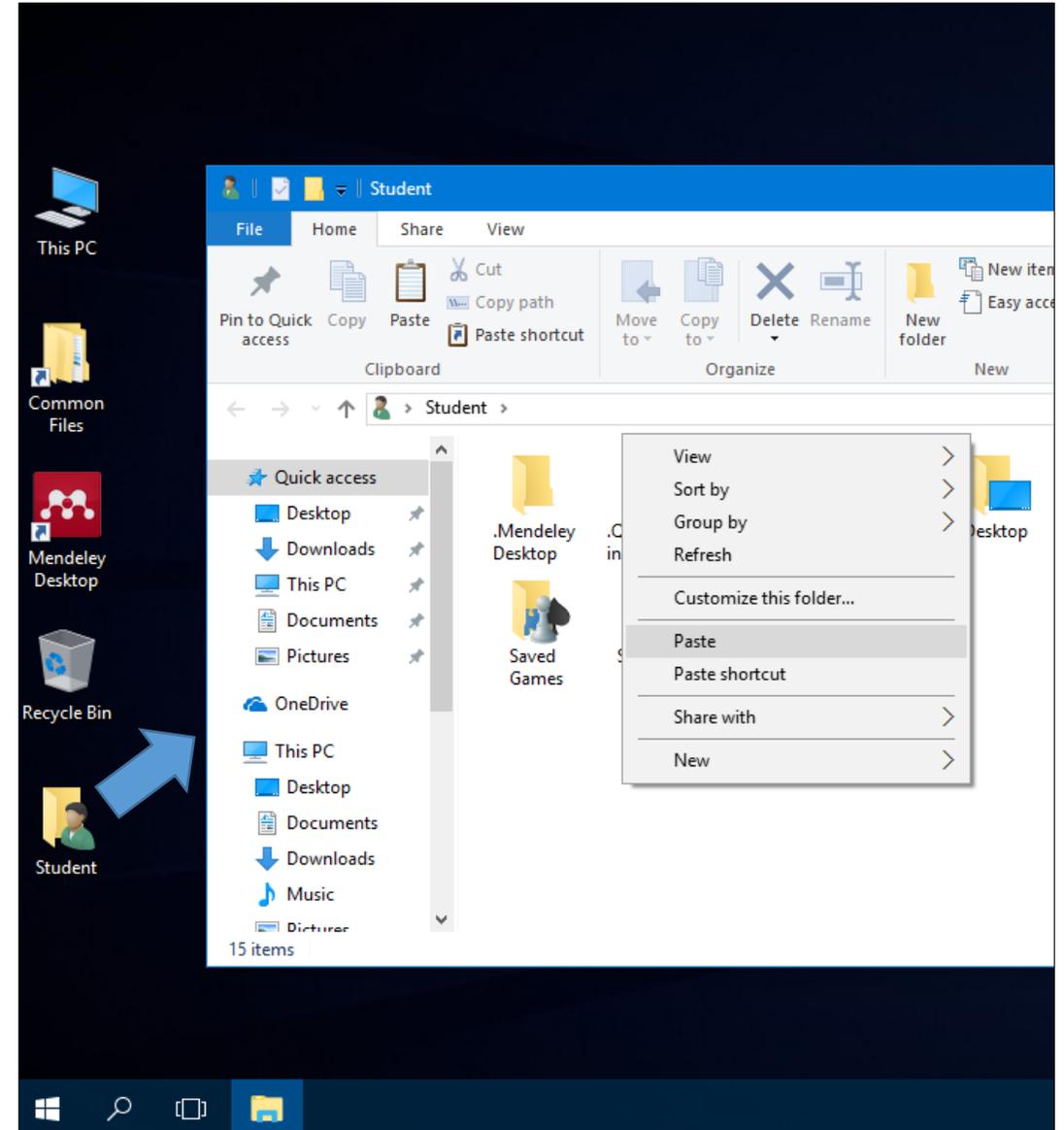
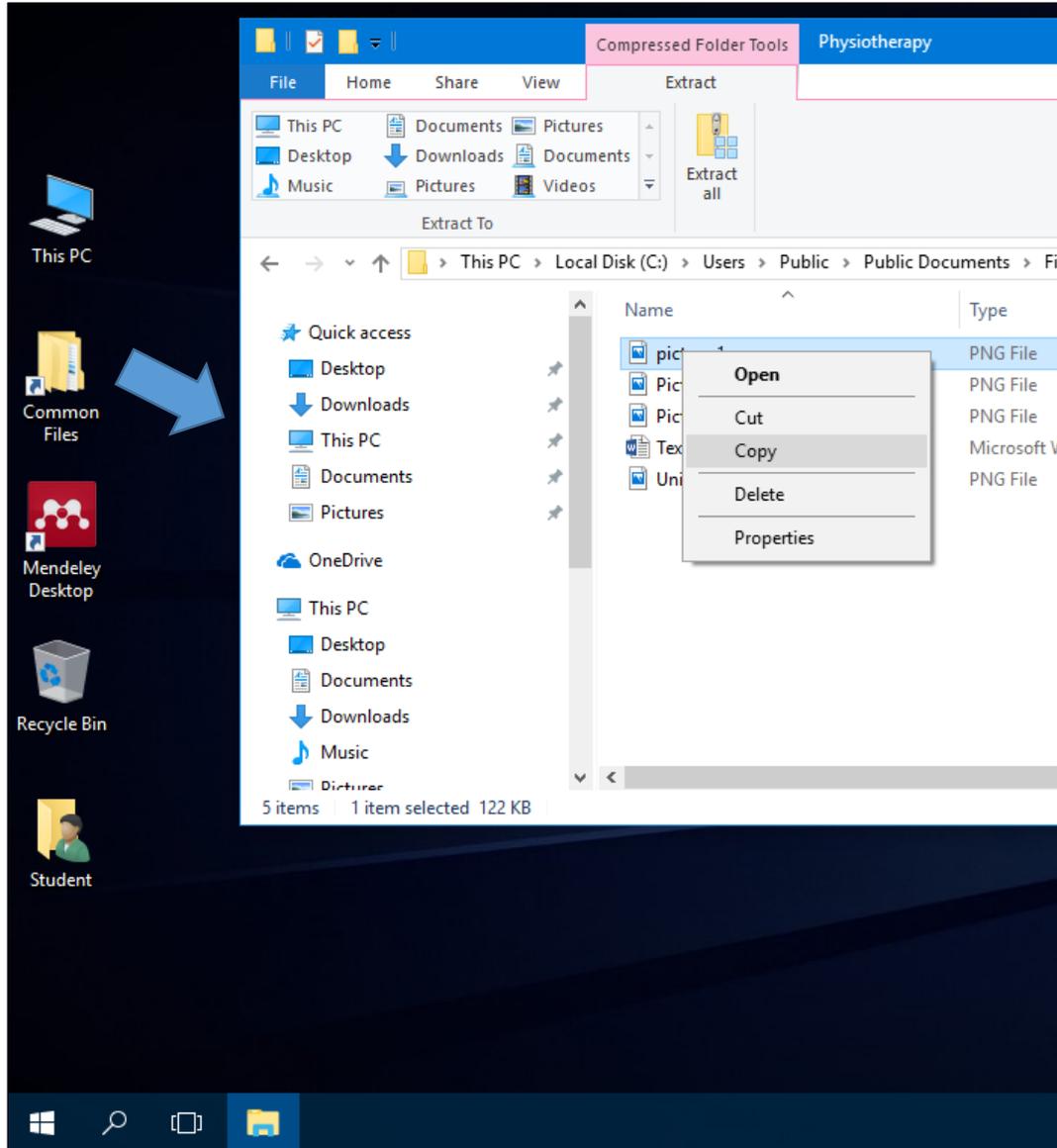
Create a folder



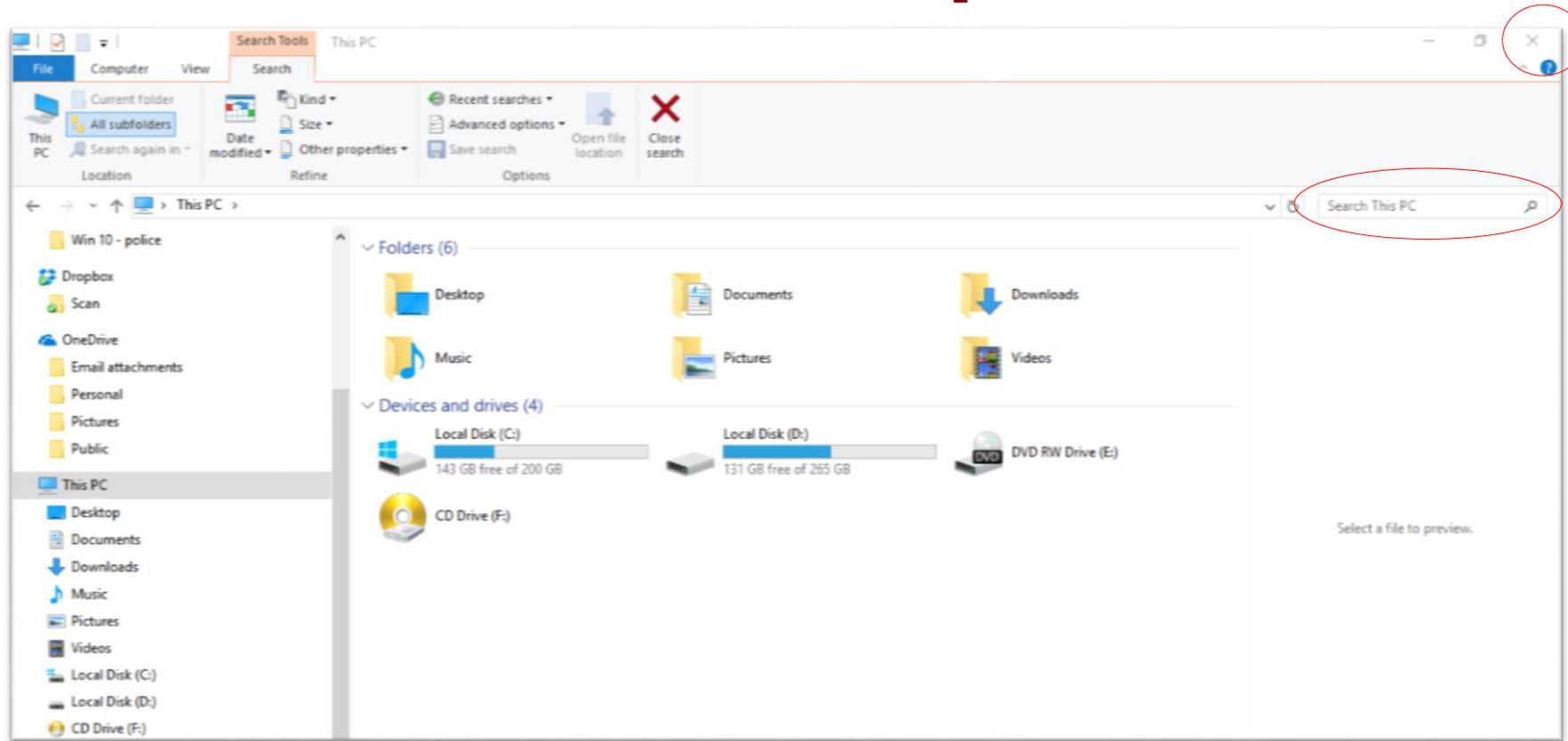
Copy

&

Paste



Search files in the computer



Exercise 3:

Open the **File Explorer**.

Click on the **Picture** folder in the Navigation Pane.

Create a subfolder called **Plants** within the Picture folder.

Copy the all pictures(files) related to plants in the **Common Share** folder and paste these files in to **Plants** folder.

Close the **File Explorer**.



Exercise 4:

Suppose you have saved some picture files related to plants in your computer and you can not remember the location where you save the files. But you can remember that the word “**plant**” was there in the file name.

Question:

How would you find the files?

Hint:

Search in file explorer



Exercise 5:

In the above search, you experienced that the search results include the other files in addition to the picture files.

Question:

How would you narrow down the search so that it will only search picture files?

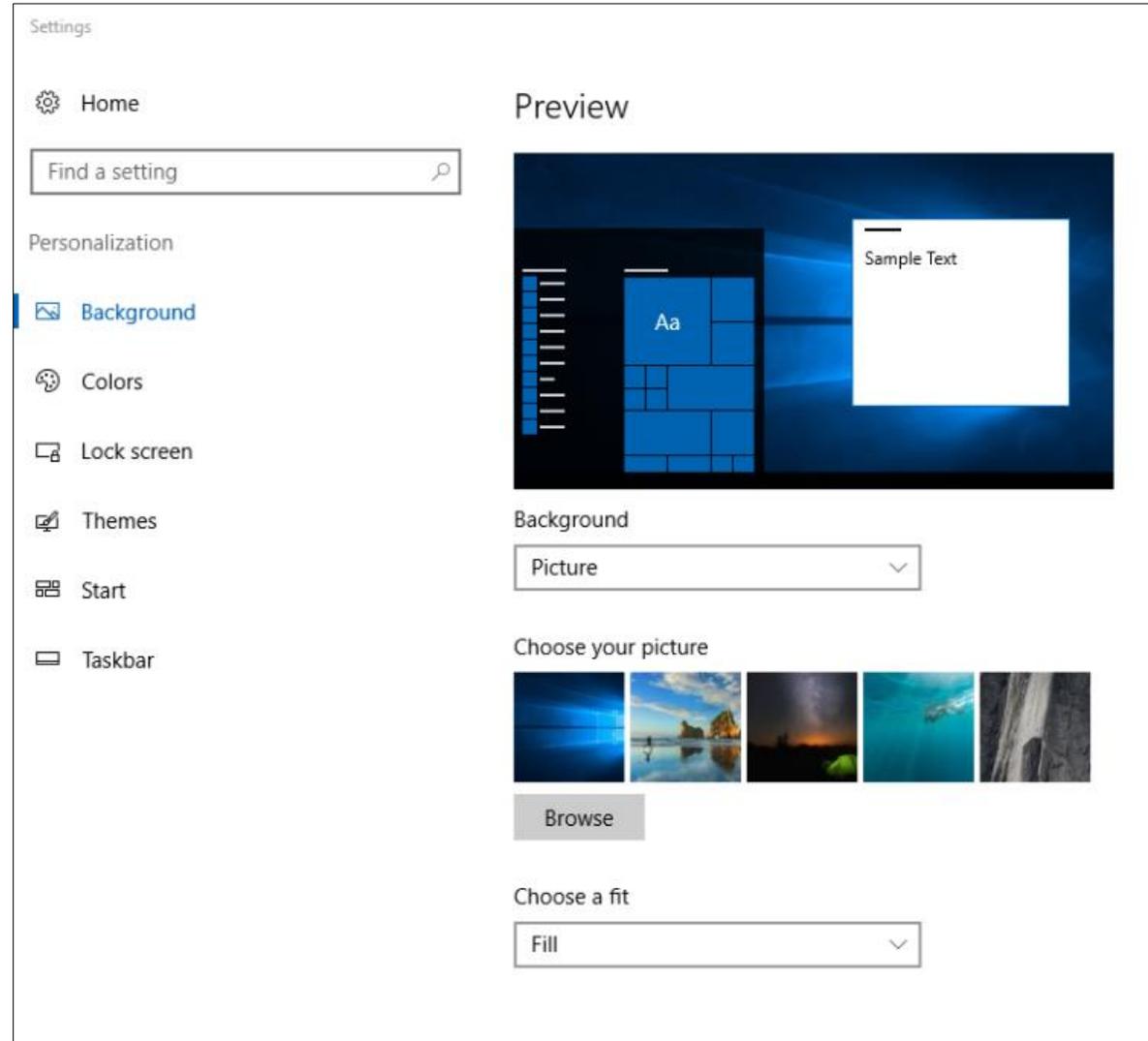
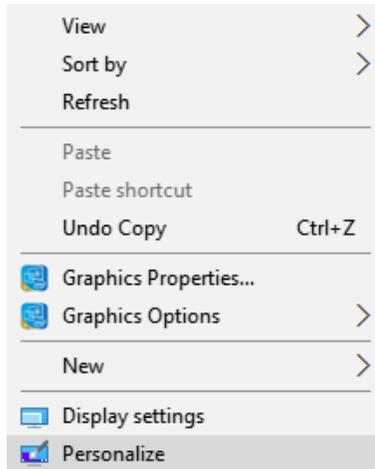
Hint:

Kind filter in file explorer



Personalizing your desktop

To change Background



Personalizing your desktop

Exercise 5: (Change Desktop background)

Question:

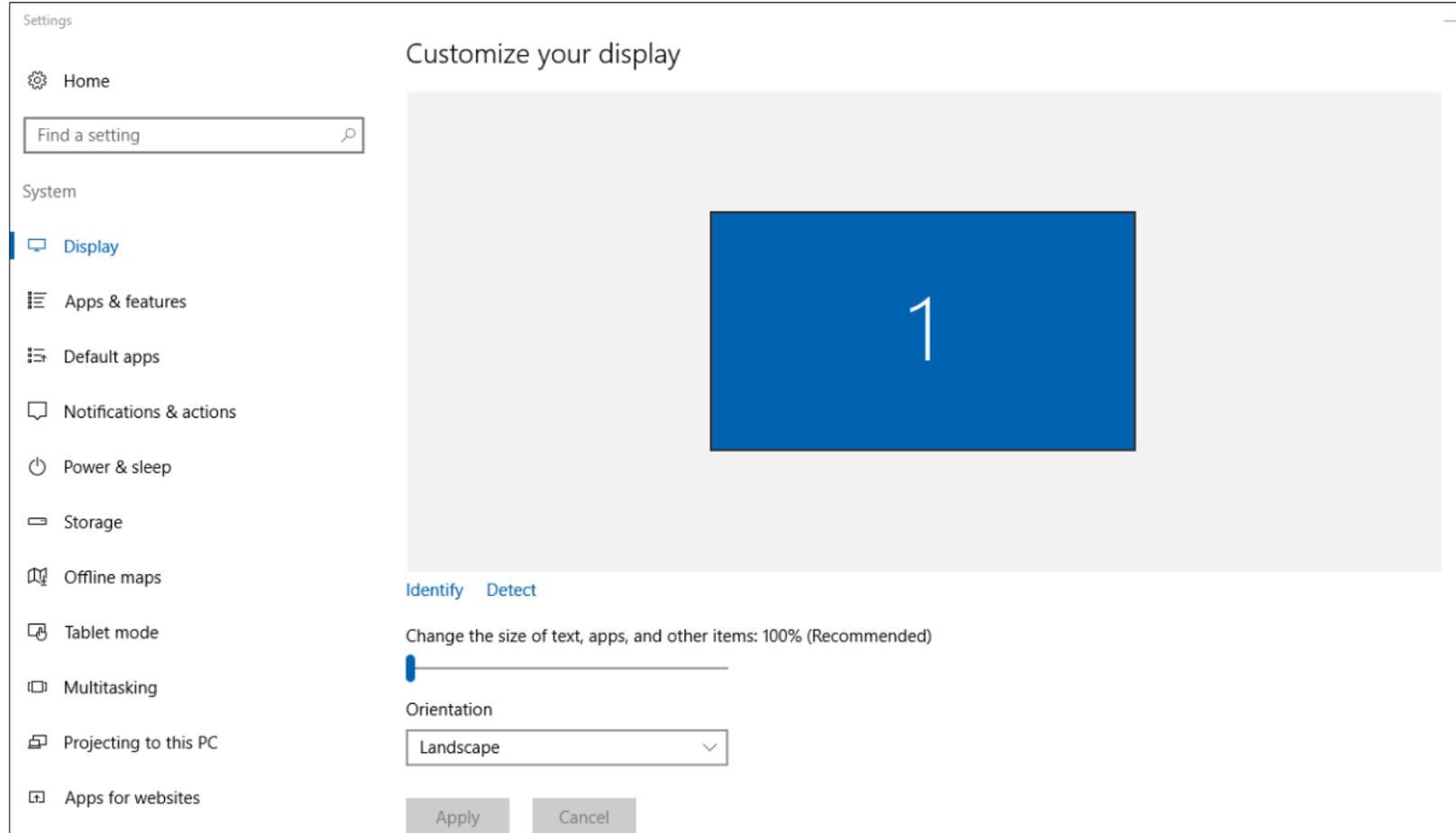
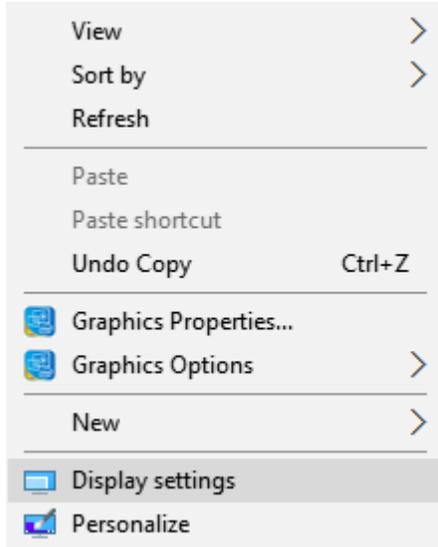
Change you Desktop background to green color.

Hint:

Right click on Desktop → Personalize

Personalizing your desktop

To change Display Settings



Windows handling

SLCommunityPolicing.pdf - Adobe Acrobat Reader DC

File Edit View Window Help

Home Tools ques with data.pdf SLCommunityPolic... x

1 / 2 112%

Community Policing Program

The Asia Foundation
Improving Lives, Expanding Opportunities

Partnership for Security and Justice

Still recovering from the effects of a 26-year civil war that ended in 2009, Sri Lanka is now seeing hopeful signs that the relationship between the police and the community is improving. The Asia Foundation's Partnership for Security and Justice - Community Policing program (PSJ) supports the larger institutional reform initiated under the leadership of the Sri Lankan Police Service (SLPS) to support the police in being a more professional and people-friendly service.

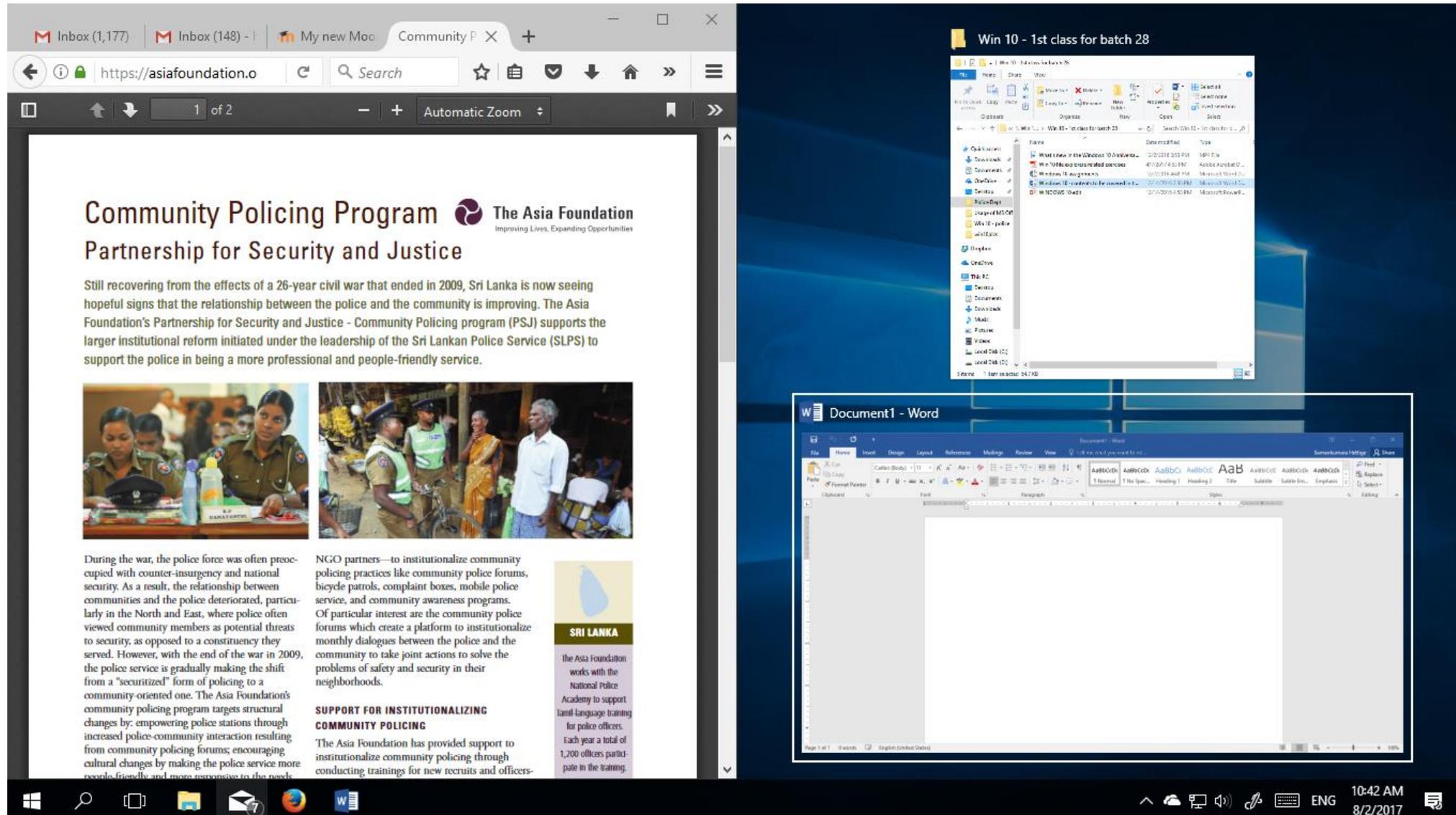
4:44 PM
3/31/2017

Keep two windows side by side



Windows key + ←

Keep two windows side by side



After you pressed **Windows key + ←**

Keep two windows side by side

The image shows a Windows desktop with two windows open side-by-side. On the left is a web browser displaying an article from The Asia Foundation. On the right is Microsoft Word, which is currently blank. The Windows taskbar at the bottom shows the Start button, search icon, and several application icons including File Explorer, Internet Explorer, PowerPoint, Word, and a game icon. The system tray in the bottom right corner shows the date and time as 4:54 PM on 3/31/2017, along with icons for network, volume, and power.

Web Browser Window:

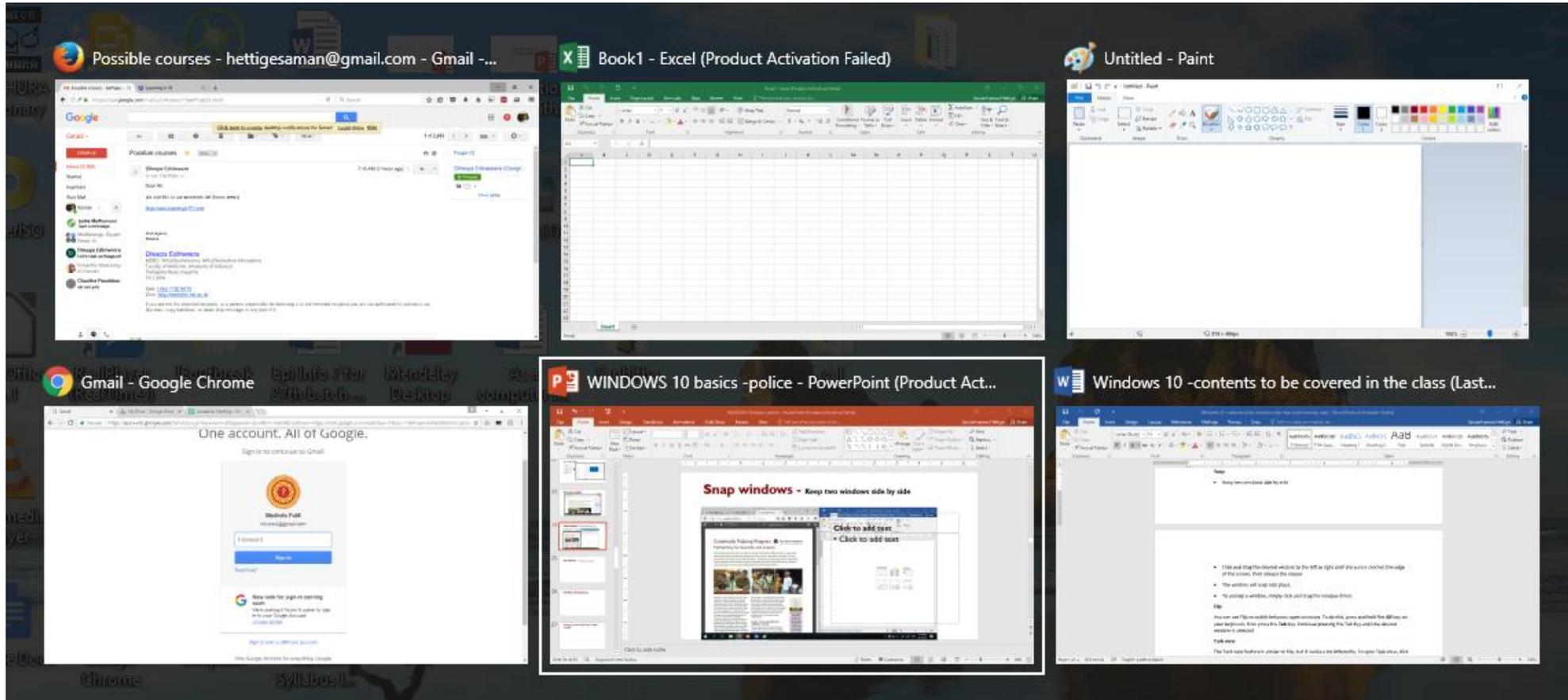
- Address bar: <https://asiafoundation.org>
- Page Title: Community Policing Program
- Logo: The Asia Foundation - Improving Lives, Expanding Opportunities
- Section Header:

Community Policing Program Partnership for Security and Justice
- Text: "Still recovering from the effects of a 26-year civil war that ended in 2009, Sri Lanka is now seeing hopeful signs that the relationship between the police and the community is improving. The Asia Foundation's Partnership for Security and Justice - Community Policing program (PSJ) supports the larger institutional reform initiated under the leadership of the Sri Lankan Police Service (SLPS) to support the police in being a more professional and people-friendly service."
- Images: Two photographs showing police officers interacting with community members. One shows officers at a table, the other shows officers talking to a woman and a man outdoors.
- Text: "During the war, the police force was often preoccupied with counter-insurgency and national security. As a result, the relationship between communities and the police deteriorated, particularly in the North and East, where police often viewed community members as potential threats to security, as opposed to a constituency they served. However, with the end of the war in 2009, the police service is gradually making the shift from a 'securitized' form of policing to a community-oriented one. The Asia Foundation's community policing program targets structural changes by: empowering police stations through increased police-community interaction resulting from community policing forums; encouraging cultural changes by making the police service more people-friendly and more responsive to the needs of the community."
- Text: "NGO partners—to institutionalize community policing practices like community police forums, bicycle patrols, complaint boxes, mobile police service, and community awareness programs. Of particular interest are the community police forums which create a platform to institutionalize monthly dialogues between the police and the community to take joint actions to solve the problems of safety and security in their neighborhoods."
- Section Header: **SUPPORT FOR INSTITUTIONALIZING COMMUNITY POLICING**
- Text: "The Asia Foundation has provided support to institutionalize community policing through conducting trainings for new recruits and officers."
- Image: A map of Sri Lanka with a blue dot indicating a location.
- Text: **SRI LANKA**
The Asia Foundation works with the National Police Academy to support Tamil-language training for police officers. Each year a total of 1,200 officers participate in the training.

Microsoft Word Window:

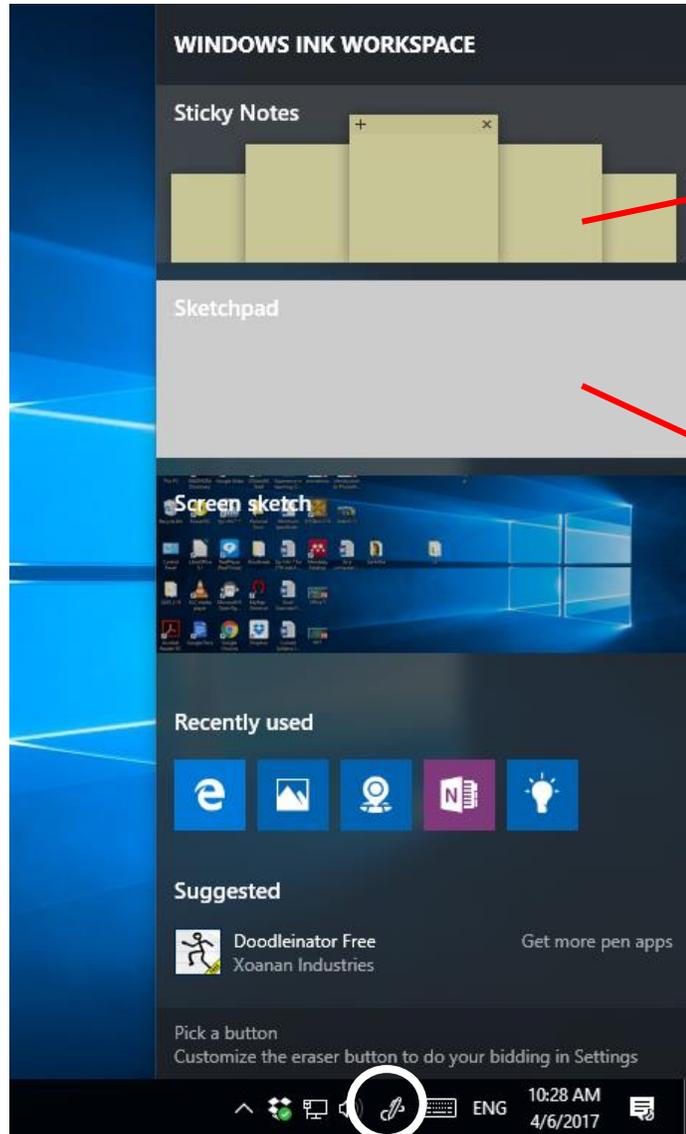
- Title Bar: Document22 - Word (Product Activation Failed)
- File Name: Document22 - Word (Product Activation Failed)
- Home Tab: Font (Calibri (Body), 11), Paragraph (B, I, U, Aa, A), Styles, Editing.
- Clipboard: Empty.
- Page Number: 1 of 2.
- Zoom: Automatic Zoom.
- Status Bar: Mendley is preparing to format your citations... | 100%

Flip windows - switch between open windows.

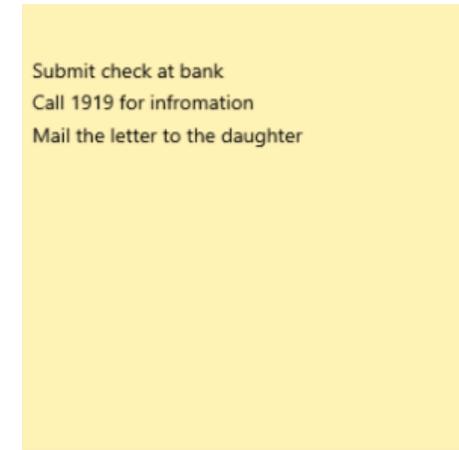


Alt + Tab

Windows Ink Workspace



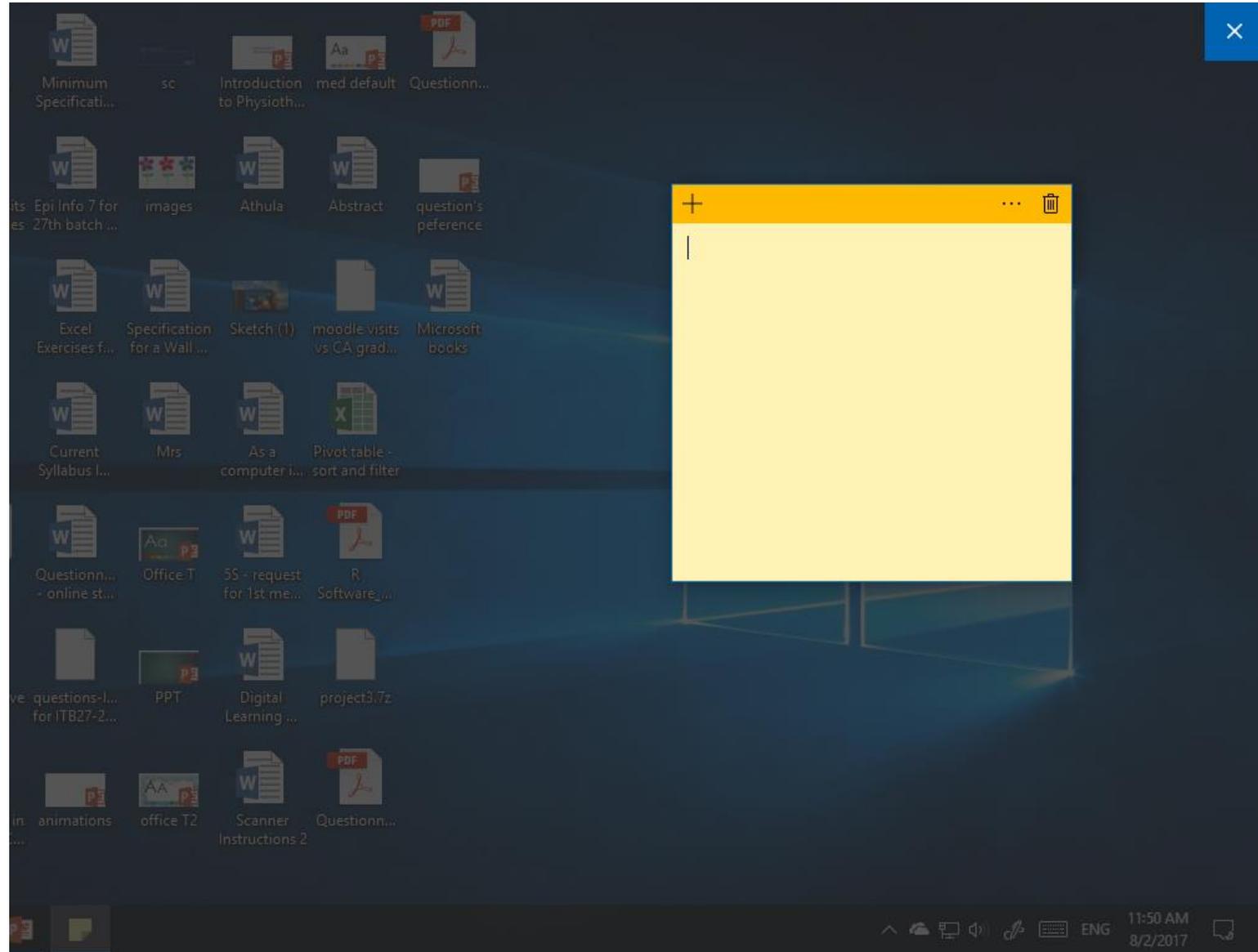
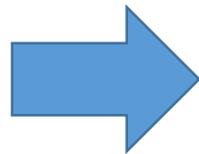
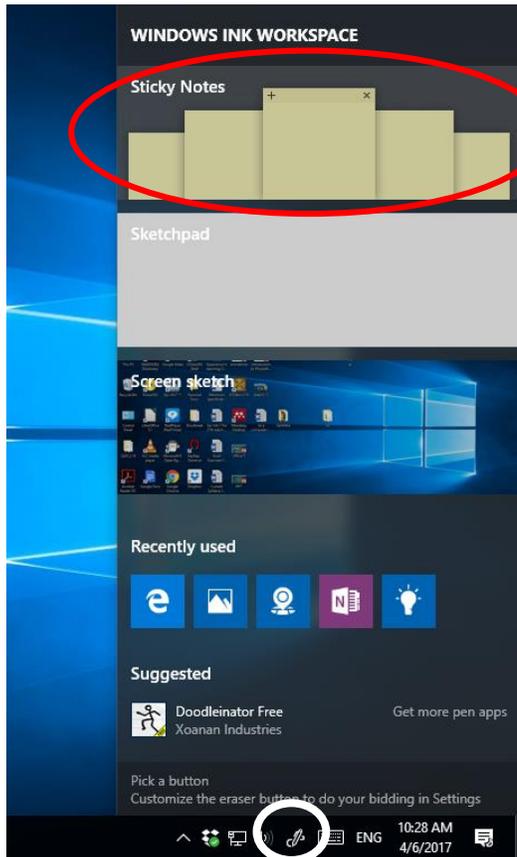
Sticky Notes

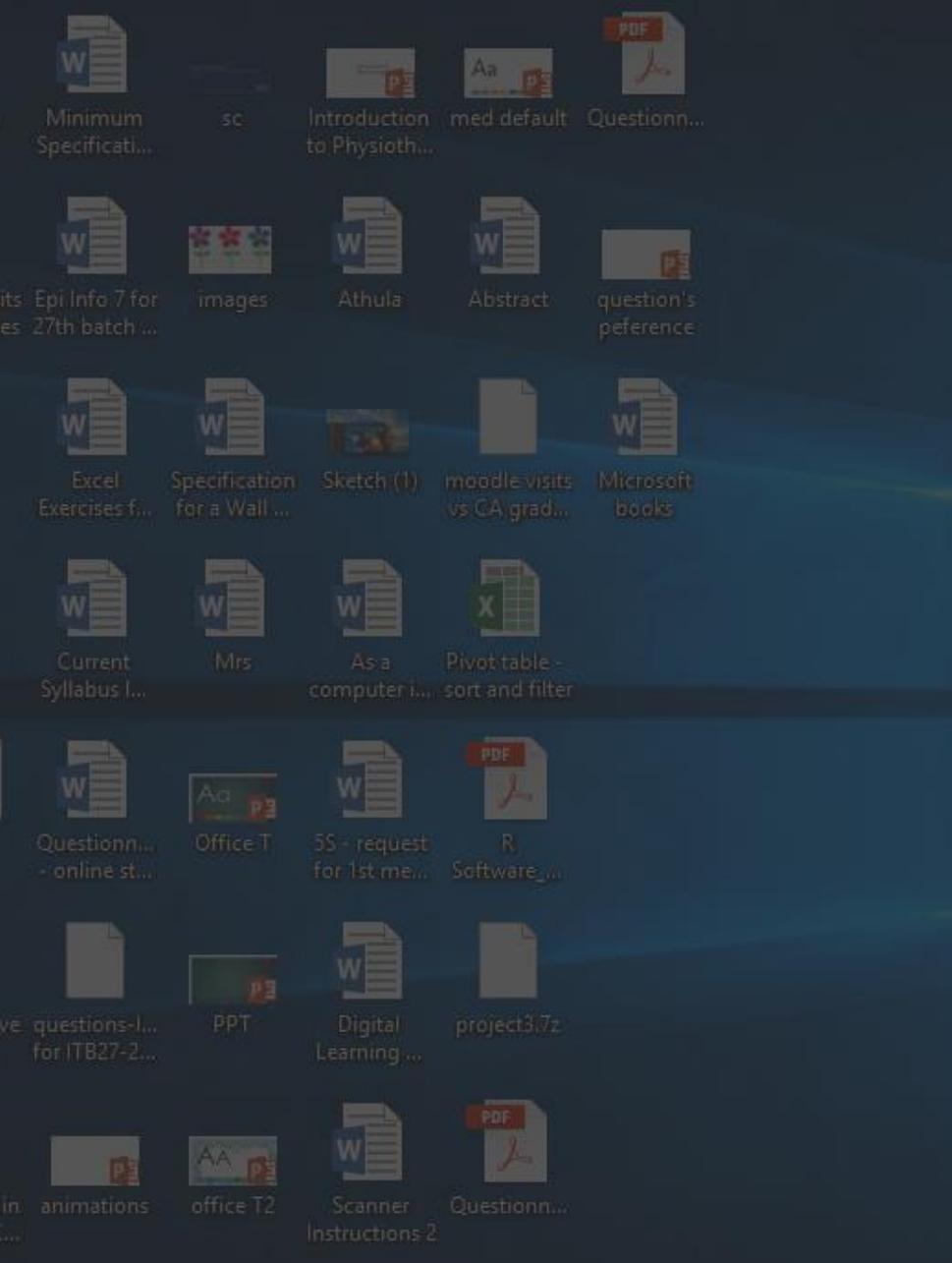


Sketchpad



Sticky Notes





+

Submit check at bank
Call 1919 for infromation
Mail the letter to the daughter

Sticky Notes

The image shows a Windows desktop environment. On the left side, there is a taskbar with icons for 'This PC', 'Common Files', 'wallpaper2', 'Mendeley Desktop', 'Recycle Bin', and 'Student'. A yellow sticky note is open in the center of the screen, containing the following text:

- Submit check at bank
- Call 1919 for information
- Mail the letter to the daughter

The sticky note has a yellow header bar with a plus sign on the left, three dots in the middle, and a trash icon on the right. The background of the desktop is a dark blue and black abstract pattern. On the right side, there is a red sign with white text and icons. The sign features three white silhouettes of people at the top. Below them, the text reads 'A RESPONSIBLE CITIZEN' and 'When you leave the Computer Center'. There are three icons: a computer monitor, keyboard, and mouse; a trash can; and a chair. Below the icons, the text reads 'Keep keyboard and mouse in the original position' and 'Don't leave behind any litter in the Computer Center'. At the bottom of the sign, it says 'IT IS YOUR RESPONSIBILITY TO SAVE THESE RESOURCES FOR FUTURE GENERATION!'. The taskbar at the bottom of the screen shows the Windows logo, search, and task view icons on the left, and system tray icons (volume, network, power) and the date/time '1:21 PM 3/22/2017' on the right.

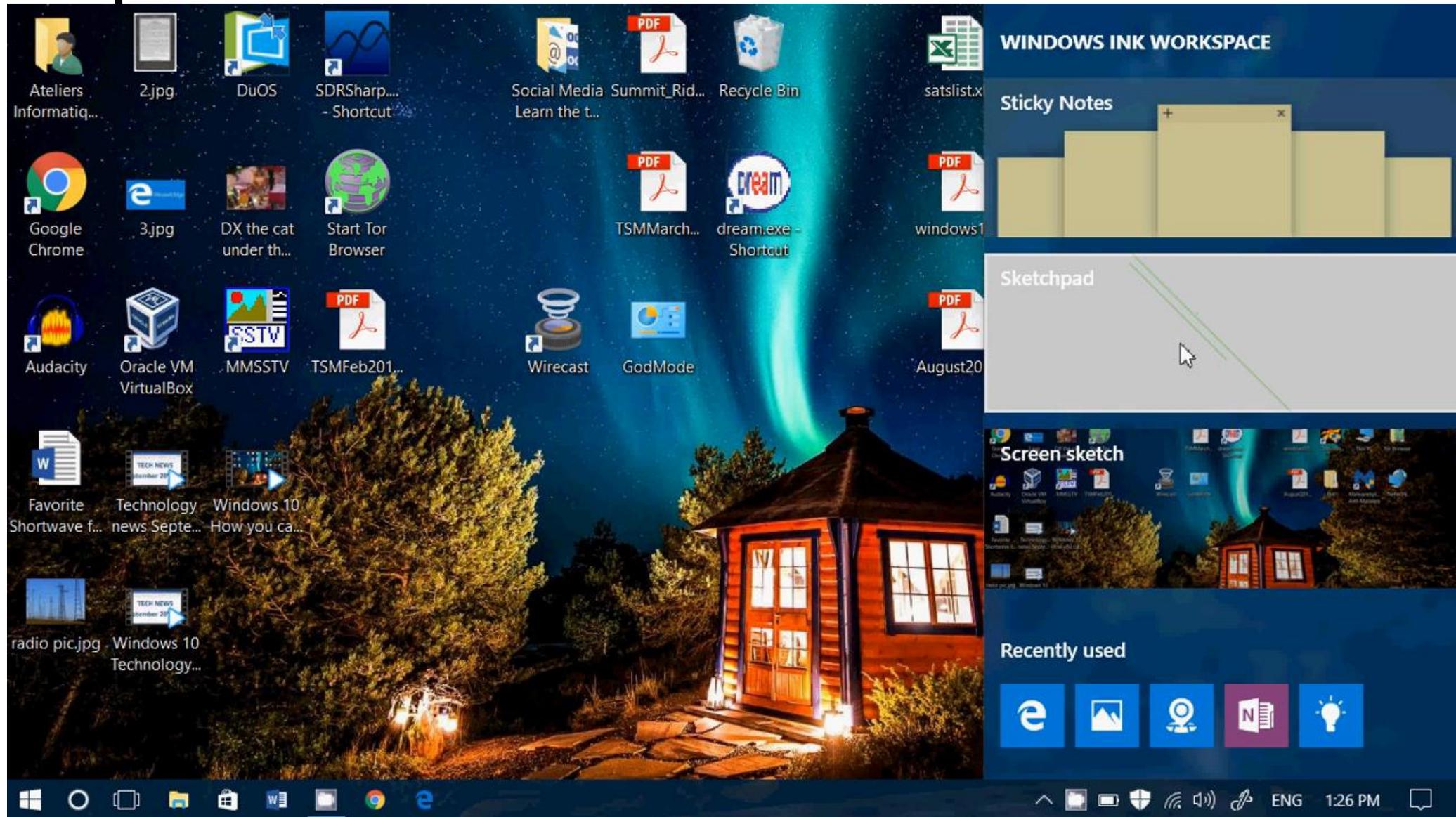
Exercise 6 : Sticky notes

When you leave home this morning, your wife asked you to take the daughter from the nursery at 12 noon today. But you are suspicious whether you forget this with the workload at the office.

Write a sticky note to remind you this while you work on the computer at the office



Sketchpad



<https://www.youtube.com/watch?v=My9dFeuOL6g>

Exercise 7 : Sketchpad

You want to take computer print out of the following Sinhala text with the boarder .

පොලිස් මුරපොල

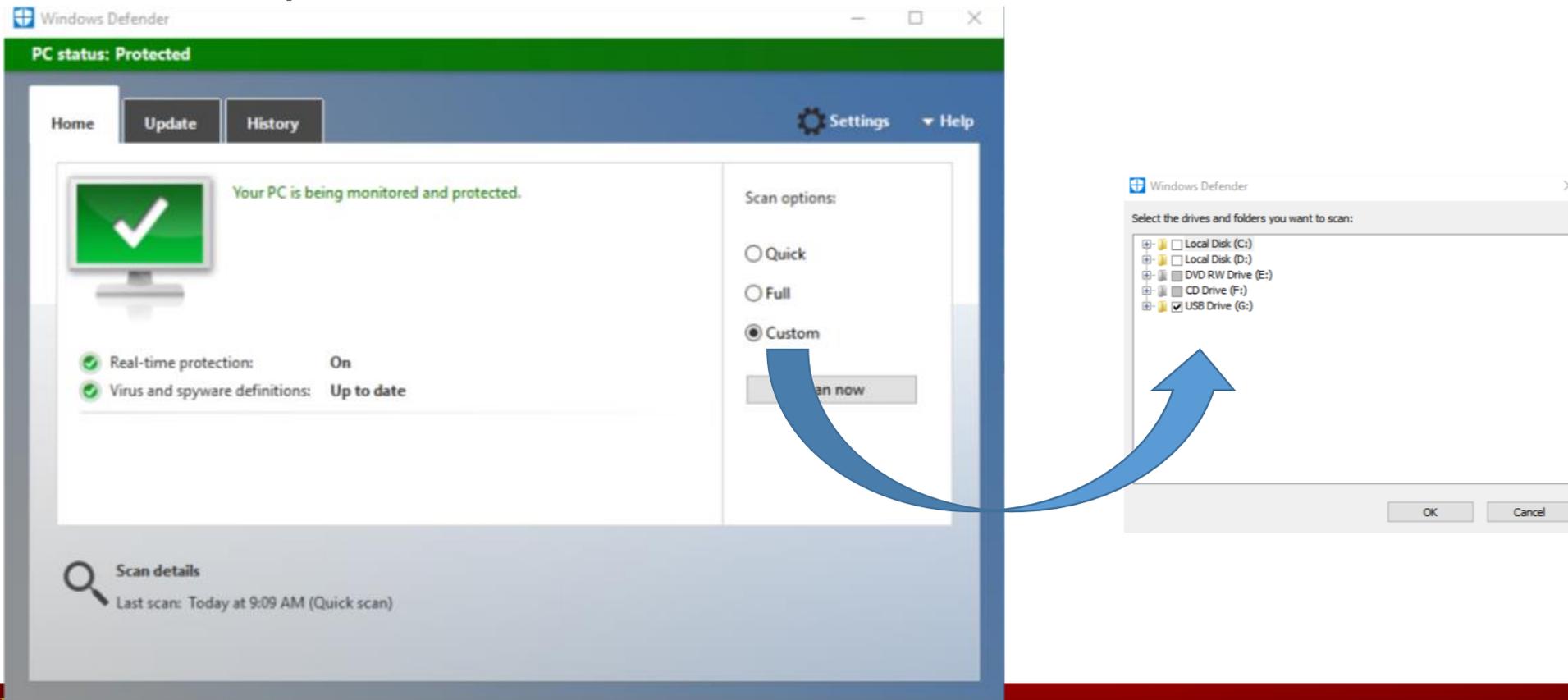
But you don't know how to type in Sinhala. How would you write the text on the computer ?

Hint: Windows Ink - sketchpad



Security and Maintenance

- Windows Defender
 - Windows Defender provides antivirus and malware protection for your computer



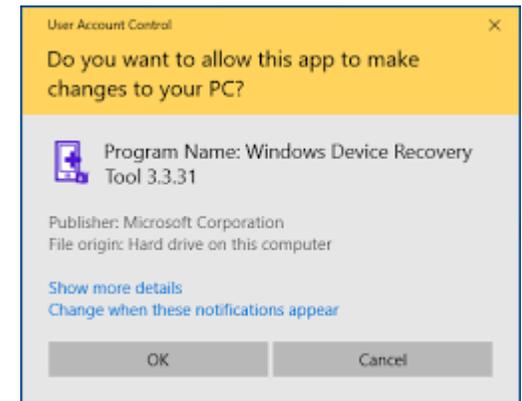
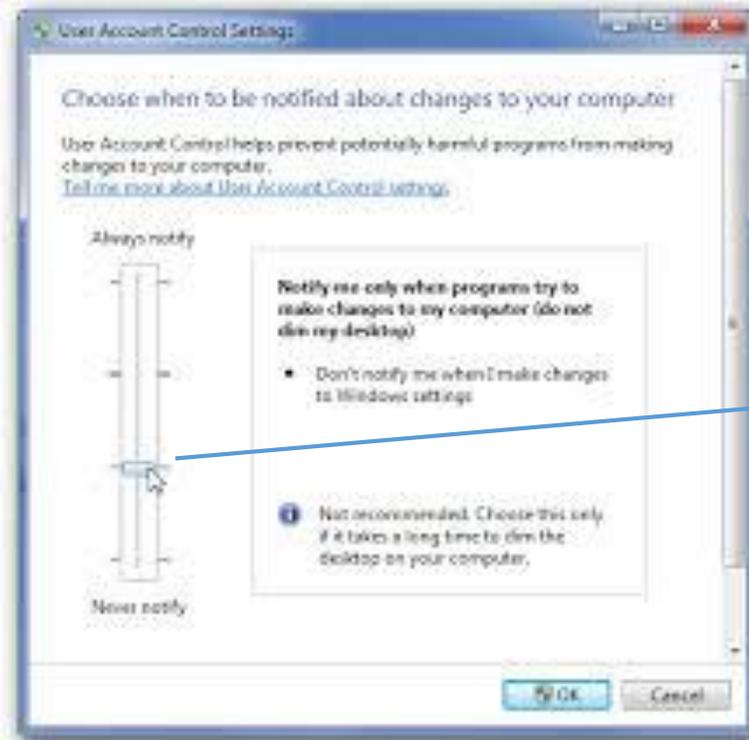
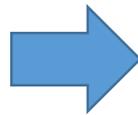
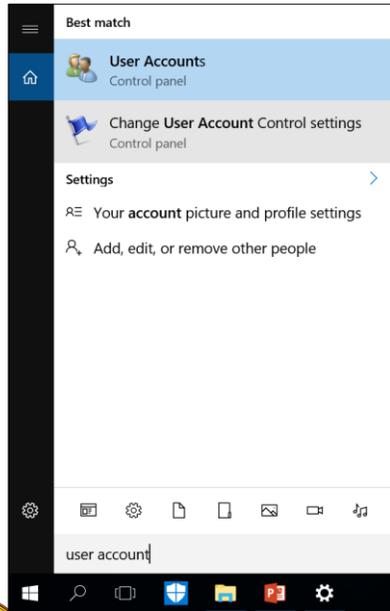
Exercise 8 : Windows defender

Scan drive D in your computer for viruses.



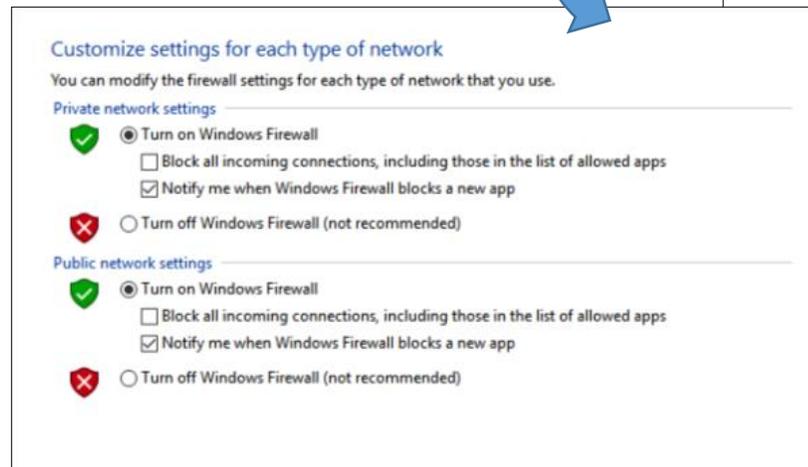
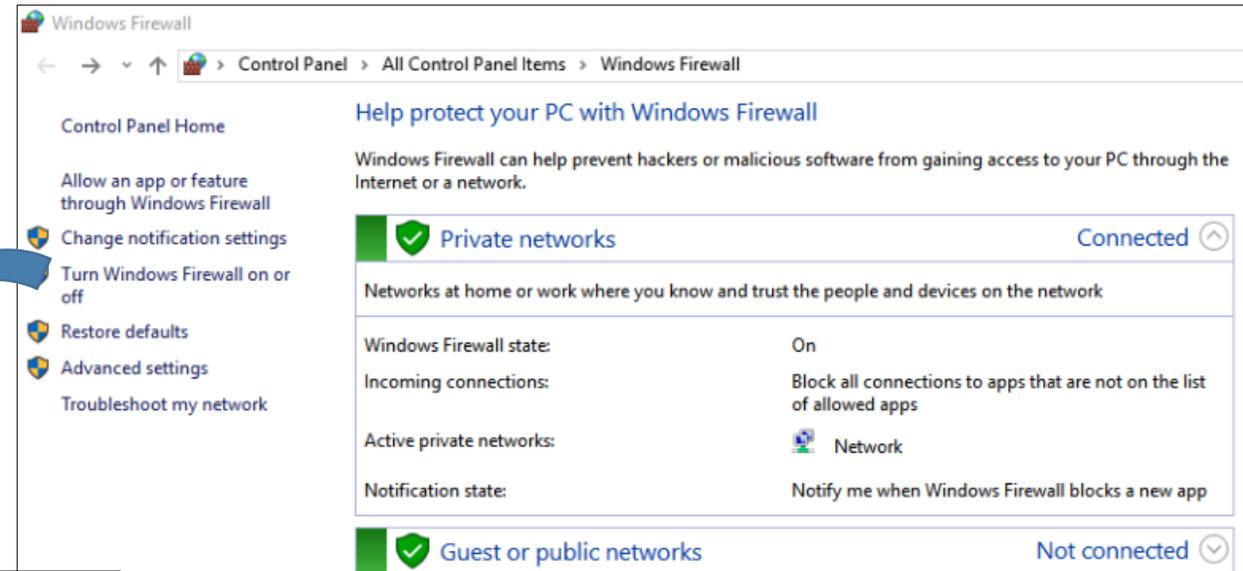
Security and Maintenance

- User Account Control
 - User Account Control warns you when a program or user attempts to change your computer's settings. Your screen will be temporarily locked until an Administrator can confirm the changes.



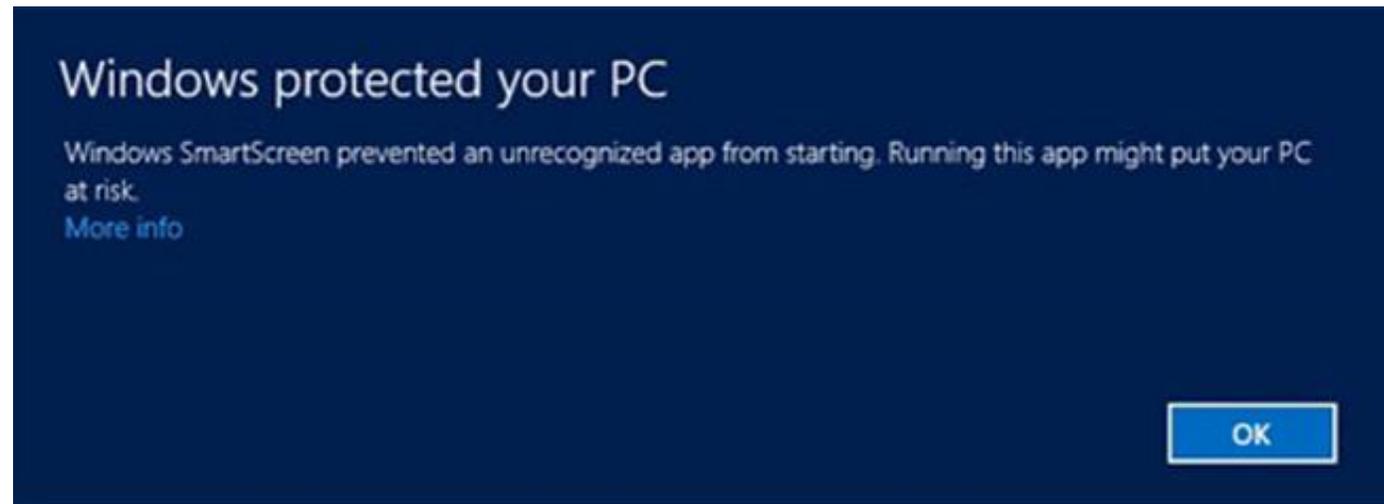
Security and Maintenance

- Windows Firewall
 - By default, Windows will protect your Internet connection with Windows Firewall. A firewall prevents unauthorized access from external connections and helps protect your network from threats that could harm your computer.



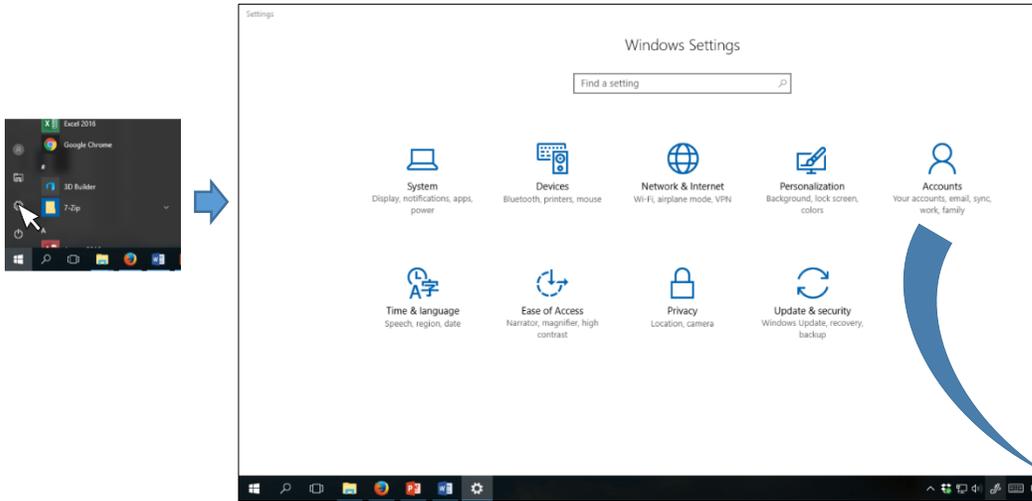
Security and Maintenance

- Windows SmartScreen
 - Whenever your computer detects a security threat from a file or application, Windows SmartScreen will notify you with a full-screen warning. Whenever you see this warning screen, you should choose not to open the file or application unless you can verify that it will not damage your computer.



Managing User Accounts and Parental Controls

Add a new user

A screenshot of the Windows Settings application, specifically the 'Family & other people' page. The page is titled 'Settings' and has a search bar. The left sidebar shows 'Accounts' selected. The main content area is divided into two sections: 'Your family' and 'Other people'.

Your family

We couldn't connect to Microsoft family right now, so your family on this device might not be up to date.

Add your family so everybody gets their own sign-in and desktop. You can help kids stay safe with appropriate websites, time limits, apps, and games.

+ Add a family member

[Learn more](#)

Other people

Allow people who are not part of your family to sign in with their own accounts. This won't add them to your family.

+ Add someone else to this PC

[Set up assigned access](#)

Managing User Accounts and Parental Controls

Parental controls

- Windows offers a variety of parental controls that can help you monitor your children's activity and protect them from inappropriate content. For example, you can restrict certain apps and websites or limit the amount of time a user can spend on the computer. You'll need to add a family account for each user you want to monitor. Each user will also need to have a Microsoft account; you cannot enable parental controls on a local account.

Feedback

1. What did you like about this lesson?
2. What didn't you like about this lesson?
3. What did you learn from this lesson?



THANK YOU



Productive...

- **? How** – biggest productivity gains from touch-type.



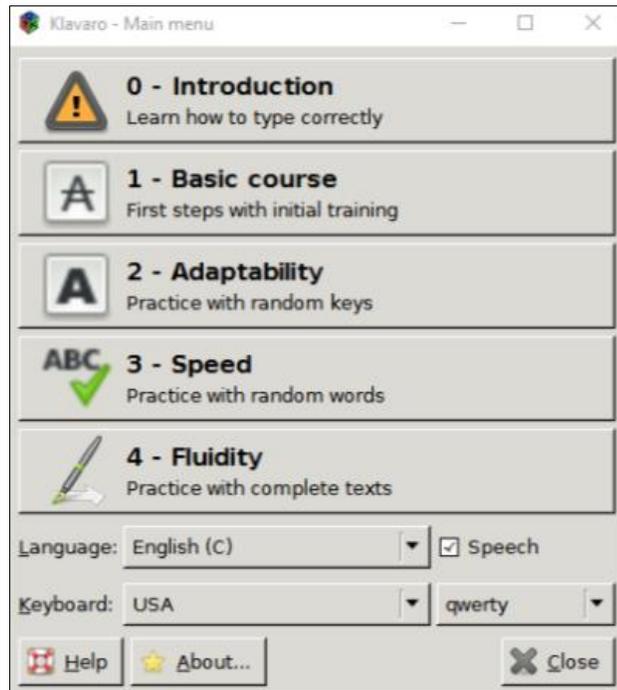
Typing Master



<http://www.typingmaster.com/typing-tutor/free-download.html>



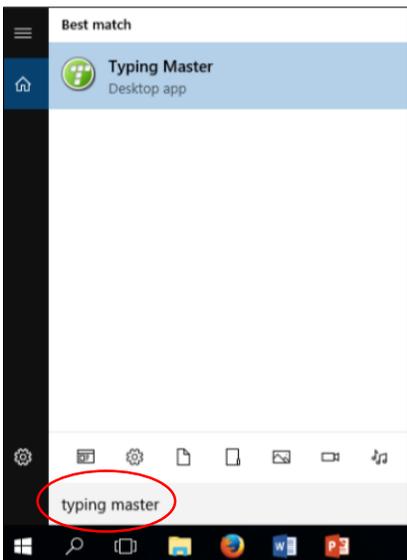
Klavaro



- <http://klavaro.sourceforge.net/en/index.html>



Open *Typing Master*



 **Typing Master** **Typing Master¹⁰****Welcome New User!**

Welcome to Typing Master 10 touch typing tutor! Please give a user name below and click Enter.

➤ **Enter your name**

Cancel

Enter



Typing Meter



What is Typing Meter Widget?

Typing Meter is a handy Windows widget that measures and analyzes your typing habits on the background while you work.

It gathers basic typing statistics for you to view, and also detects those keys and words that are problematic for you.

When recurring problems are detected, Typing Meter suggests a quick training session with tailor-made exercises to hone those problem areas.

[More information](#)

Launch Typing Meter

Close

Automatic Launch

When user "Admin" starts Windows...

Launch Typing Meter automatically

- Typing Meter will automatically launch and start analyzing typing for "Sh". Recommended if this is your personal Windows account.

Set Notifications

- Notify me when training is needed
- Notify me to take a break every...
2 hours

Security [Information](#)

- Do not collect words (high security)

Launch

[Launch later](#)

< Studying

< Typing Meter

< Custom Review

< Typing Test

< Games

< Statistics

< Settings

< About

Typing Master



Choose Course

[Close](#) 

Touch Typing Course

In this course, you will learn the positions of the letter keys and common punctuation by heart. After completing the course you will be able to type with all ten fingers without looking at the keyboard.

Duration 3:10 - 5:20 hours

Lessons 12 lessons

Progress Not started

[Start Now](#)

Speed Building Course

Extra Courses in Paid Version

< Studying

[< Typing Meter](#)[< Custom Review](#)[< Typing Test](#)[< Games](#)[< Statistics](#)[< Settings](#)[< About](#)

Touch Typing Course

[Change course](#)Close 

Lessons

1. [The Home Row](#)
2. [Keys E and I](#)
3. [Keys R and U](#)
4. [Keys T and O](#)
5. [Capital letters and period](#)
6. [Keys C and comma](#)
7. [Keys G H and apostrophe](#)
8. [Keys V N and question mark](#)
9. [Keys W and M](#)
10. [Keys Q and P](#)
11. [Keys B and Y](#)
12. [Keys Z and X](#)

Optimal Duration

During this course the duration of each exercise will be optimal based on your progress. This will save you time while guaranteeing good learning results.

- Each lesson will take 15 - 25 minutes depending on your progress
- The whole course takes 3:10 - 5:20 hours

[Turn Off Optimal Duration](#)

< Studying

[< Typing Meter](#)[< Custom Review](#)[< Typing Test](#)[< Games](#)[< Statistics](#)[< Settings](#)[< About](#)[Cancel](#)[Start Now](#)

Touch Typing Course

[▶ Change course](#)Close 

1 2 3 4 5 6 7 8 9 10 11 12

Lesson 1: The Home Row

- 1.1** [Touch typing basics](#) 3 min.
- 1.2** [New keys: Home row](#) 3 - 5 min.
- 1.3** [Understanding results](#) 3 min.
- 1.4** [Key drill](#) 3 - 5 min.
- 1.5** [Tip: Typing tests](#)
- 1.6** [Word drill](#) 3 - 5 min.
- 1.7** [Paragraph drill](#) 3 - 5 min.



Lesson 2

Course progress

0:00 h

5:13 h

[▶ Course contents](#)[▶ Adjust course duration](#)[◀ Studying](#)[◀ Typing Meter](#)[◀ Custom Review](#)[◀ Typing Test](#)[◀ Games](#)[◀ Statistics](#)[◀ Settings](#)[◀ About](#)

Lesson 1 :The Home Row

1.1 Touch Typing basics

 **Typing Master**

What Is Touch Typing?

"Touch typing" is a technique for typing quicker and more accurately with all ten fingers - without ever having to look at the keyboard.

After completing the Touch Typing Course you will know how to:

- Type faster with all ten fingers
- Type without errors
- Type without looking at the keyboard
- Improve your computing habits for better ergonomics

This means you will be able to type your documents and emails much faster with fewer errors -- saving you lots of time and making typing much more enjoyable.



1 of 5



Lesson 1 :The Home Row

1.1 Touch Typing basics

 **Typing Master**

Finger Positions

In their basic position, your fingers rest on the middle row of the keyboard - also called the "home row". The home row is the base from which all other keys can be reached.

Now place your fingers on the home row:

1. Put your left hand fingers on keys A S D F (see picture).
2. Put your right hand fingers on keys J K L ;
3. Let the thumbs rest lightly on the space bar
4. Keep your wrists straight and fingers lightly curled

Tip! Can you feel small bumps on the F and J keys? They are there to help you find the home row keys without looking at your hands.



2 of 5



Lesson 1 :The Home Row

1.1 Touch Typing basics

 **Typing Master**

Pressing Keys

Each key is pressed by the finger on the home row that is closest. After reaching a key away from the home row, the finger needs to return to its home row key.

Example: How to Type Letter U

1. Make sure that your fingers are on their home row keys.
2. Move your right index finger from J upwards to U. Your hand may move slightly to make it easier to reach U.
3. Press U with a quick and light touch keeping your hand relaxed.
4. Move the index finger back to its home key J.

The Space Bar
Most people use their right thumb for the Space bar. Left-handed people may find it easier to use their left thumb. Whichever thumb you decide to use, stick with it. Never use both thumbs.



Cancel 3 of 5 Next



Lesson I :The Home Row

1.1 Touch Typing basics

 **Typing Master**

Learning Tips ✕

Keep Your Eyes on the Monitor
You will learn the key positions faster if you don't peek at the keyboard when training. If you can't remember where a key is located, check the keyboard picture on the screen to find it.

Keep Wrists Up
Keep your wrists up and straight when typing. Resting your wrists on the wrist rest or the desk will create an uncomfortable angle making it more difficult to move your fingers. This causes errors and slows you down. Holding your wrists too high has the same effect increasing the tension in the shoulders.

Focus on Accuracy
We believe that good accuracy is the building block of fluent typing. This is why you'll have an accuracy target throughout the course. Your speed will develop over time as you continue to train and start using your typing skills on a daily basis.



4 of 5



Lesson 1 :The Home Row

1.1 Touch Typing basics

 **Typing Master**

Ready to Start

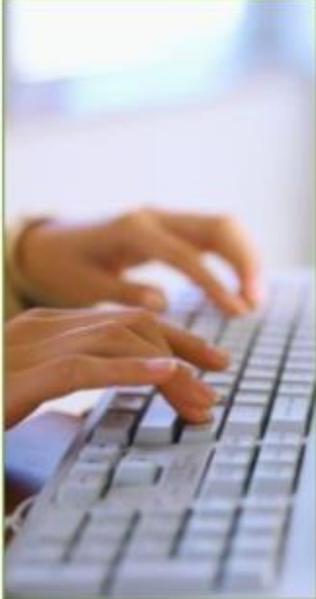
Just a few more tips before moving on to the first exercise.

Relaxed Posture
Sit up straight, elbows close to the body. Try to keep shoulders, arms and hands relaxed to avoid tension and discomfort.

Taking Breaks
Take breaks between exercises to relieve tension and regain your concentration. Don't overdo training. We recommend doing only a maximum of two lessons a day.

Pausing an Exercise
To pause an exercise, click the Pause button. Time will start running again once you resume typing.

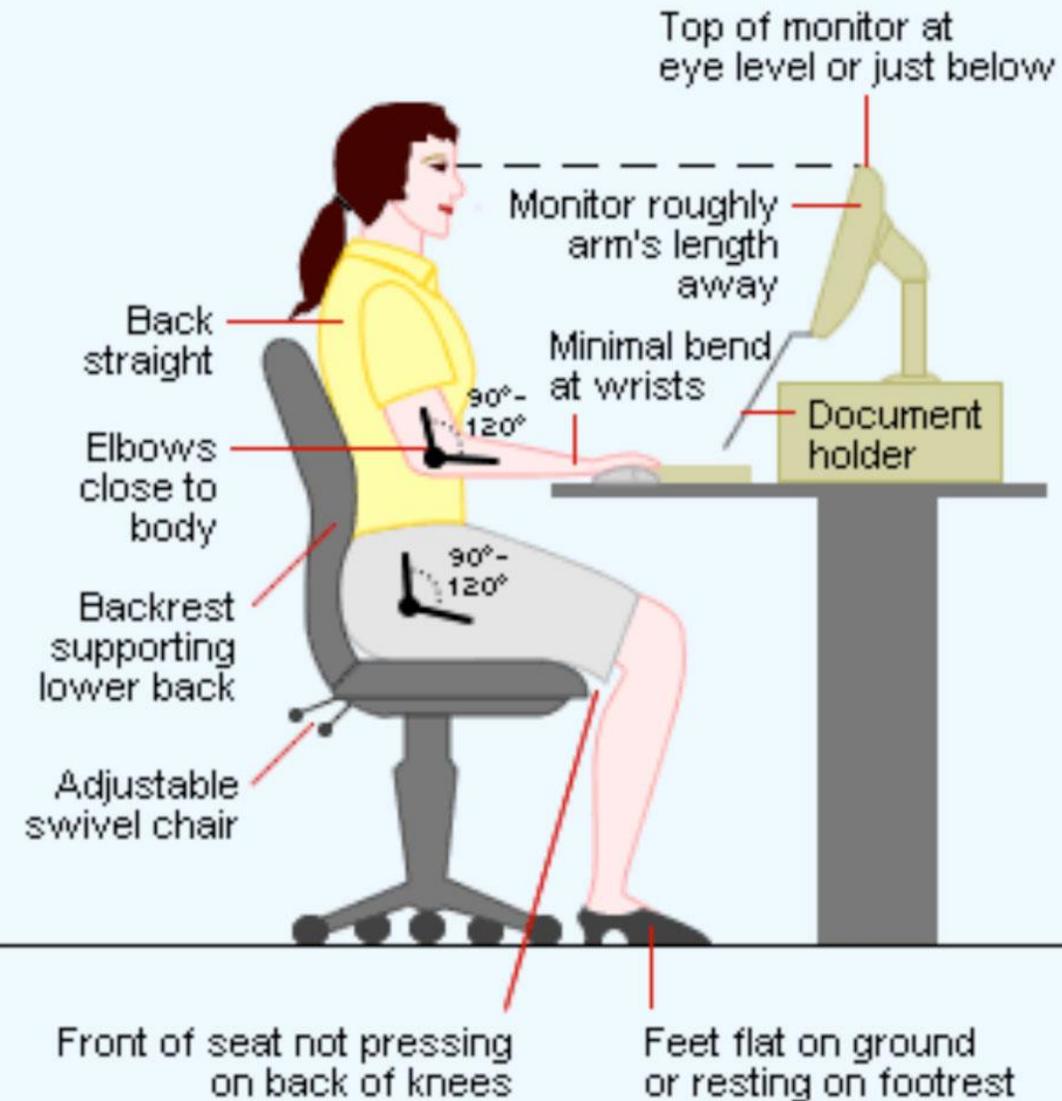
We hope you enjoy learning to type with the Touch Typing Tutor!
TypingMaster Team



Cancel 5 of 5 OK



Workstation ergonomics: ideal set-up



Touch Typing Course

[▶ Change course](#)Close 

1 2 3 4 5 6 7 8 9 10 11 12

Lesson 1: The Home Row

- 1.1 [Touch typing basics](#) 3 min.
- 1.2 [New keys: Home row](#) 3 - 5 min.
- 1.3 [Understanding results](#) 3 min.
- 1.4 [Key drill](#) 3 - 5 min.
- 1.5 [Tip: Typing tests](#)
- 1.6 [Word drill](#) 3 - 5 min.
- 1.7 [Paragraph drill](#) 3 - 5 min.



Lesson 2

Course progress

4:40 h

5:10 h

[▶ Course contents](#)[▶ Adjust course duration](#)

< Studying

[< Typing Meter](#)[< Custom Review](#)[< Typing Test](#)[< Games](#)[< Statistics](#)[< Settings](#)[< About](#)

Lesson 1 :The Home Row

1.2 New keys



Typing Master

In this lesson you will learn the home row :
A S D F and J K L ;

Press Space to continue

Back

Tab Q W E R T Y U I O P { } |

Caps A S D F G H J K L ; ' Enter

Shift Z X C V B N M , > ? Shift

Ctrl Space Ctrl

Next

Cancel

The image shows a software window titled 'Typing Master'. Inside, there is a text box with the instruction 'In this lesson you will learn the home row : A S D F and J K L ;' and 'Press Space to continue'. Below the text is a keyboard diagram where the home row keys (A, S, D, F, J, K, L) are highlighted in various colors (blue, red, green, purple). At the bottom, there is a hand diagram with colored dots on the fingers: blue on the index, red on the middle, green on the ring, purple on the pinky, and blue on the thumb. On the right side of the window, there are 'Next' and 'Cancel' buttons.



Lesson 1 :The Home Row

1.2 New keys



The image shows a screenshot of the 'Typing Master' software interface. The title bar at the top left features a keyboard icon and the text 'Typing Master'. The main content area has a light green background and contains the following text:

Starting from the little finger, place your left hand fingers on A, S, D and F.
Press Space to continue

Below the text is a diagram of a keyboard. The keys A, S, D, and F are highlighted in blue, red, green, and purple respectively. The keys Q, W, E, R, T, Y, U, I, O, P are highlighted in light green. The keys Z, X, C, V, B, N, M are highlighted in light blue. The keys J, K, L are highlighted in light purple. The keys H, G, F, G, H, J, K, L are highlighted in light green. The keys ;, ', =, >, <, / are highlighted in light blue. The keys Tab, Caps, Shift, Ctrl, Space, Ctrl, Shift, Enter, and Back are highlighted in light blue.

At the bottom of the interface, there is a photograph of two hands. The left hand is positioned with the fingers resting on the A, S, D, and F keys. The right hand is positioned with the fingers resting on the J, K, L, and ;, ', =, >, <, / keys. The fingers are color-coded to match the keyboard diagram: the left hand's little, ring, middle, and index fingers are colored blue, red, green, and purple respectively, and the right hand's little, ring, middle, and index fingers are colored light blue, light purple, light green, and light blue respectively.

On the right side of the interface, there are two buttons: 'Next' and 'Cancel'.



Lesson 1 :The Home Row

1.2 New keys

Typing Master

Starting from index finger, place your right hand fingers on J, K, L and semicolon.

Press Space to continue

Back

Tab Q W E R T Y U I O P [] \

Caps A S D F G H J K L ; ' : Enter

Shift Z X C V B N M , < . / ? Shift

Ctrl Space Ctrl

Next

Cancel



Lesson 1 :The Home Row

1.2 New keys

The image shows a screenshot of the 'Typing Master' software interface. The title bar at the top left features a keyboard icon and the text 'Typing Master'. The main content area has a light green background and contains the following text:

Let your thumbs rest on the space bar.

Press Space to continue

Below the text is a diagram of a keyboard. The keys are color-coded: the top row (numbered 1-0) is light blue; the second row (Q-P) is light green; the third row (A-L) is light purple; the fourth row (Z-7) is light yellow; and the bottom row (Space) is light grey. The space bar is highlighted in a darker grey. Below the keyboard diagram, two hands are shown from a top-down perspective, with the thumbs resting on the space bar. The right thumb has a grey circular marker on it.

At the bottom right of the interface, there are two buttons: 'Next' and 'Cancel'.



Lesson 1 :The Home Row

1.2 New keys

The image shows a screenshot of the 'Typing Master' software interface. The window title is 'Typing Master'. The main text reads: 'Now your hands are in the basic position. Press Space to continue'. Below the text is a diagram of a keyboard with keys color-coded to match the hand positions shown below it. The left hand keys are: A (blue), S (red), D (green), F (purple), G (grey), H (grey), J (purple), K (green), L (red), and the right Shift key (blue). The right hand keys are: I (green), O (red), P (grey), and the right Shift key (blue). The spacebar is also shown. Below the keyboard diagram, two hands are shown in a basic typing position. The left hand has colored dots on the index (blue), middle (red), ring (green), and pinky (purple) fingers. The right hand has colored dots on the index (purple), middle (green), ring (red), and pinky (blue) fingers. At the bottom right of the window, there are 'Next' and 'Cancel' buttons.



Lesson 1 :The Home Row

1.2 New keys

Typing Master

Now try typing "a" with left little finger

Back

Tab Q W E R T Y U I O P { } |

Caps A S D F G H J K L ; ' : Enter

Shift Z X C V B N M , > / ? Shift

Ctrl Space Ctrl

Next

Cancel



THANK YOU

