Use this script if the Exploring the Keyboard video doesn’t work.

* As you know, the keyboard is used to give the computer information. It’s very important that you know where to find the letters, numbers, and other characters. Let’s explore the keyboard. First we’ll look at the letters.
* Find the letter Q. It’s in the top row of letters on the left. Now take your index finger and gently drag it to the right. Stop at the last letter in the row. Your finger should be on the letter P. Now go down one row, so that your finger is on the letter L. You’re now on the middle row of letters. Gently drag your finger to the left. Stop at the last letter in the row. It should be on the letter A. Now go down one row, so that your finger is on the Z. You’re now on the bottom row of letters. Gently drag your finger to the right. Stop at the last letter in that row. Your finger should be on the letter M. How many letter keys are there? 26, of course. There are 26 letters in the alphabet. You use these 26 keys to type words.
* Now let’s look at the numbers. They are found in two places.
* First find the number 1 key that’s above the top row of letters. Now gently drag your finger to the right until you reach the last number. It should be on the number 0. How many number keys are there? There are 10 number keys. You can type any number, no matter how big or small, using these 10 number keys.
* Now look at the right side of the keyboard. You will see a number pad with the same ten numbers, but they are arranged differently. Find the number 0. Now gently drag your finger and count from 0 to 9. Next look at the 3 lights above the number pad. Is the one on the left lit? If it’s not lit, the numbers won’t work when you type. You must press the Num Lock key to make them work. Find the number 7 key on the key pad. Now go up one key. That’s the Num Lock. Press this key a 3 times to see the light go on and off.
* Now I’d like you to think about the cursor. Do you remember what it is? When you’re in the software Word, it’s a flashing line that shows you where you are typing. There are keys that help you move the cursor.
* First find the four arrow keys. They move the cursor in four directions. There is one for each direction: up, down, right, left.
* Now find the Delete key. This key will help you get rid of stuff to the right of the cursor.
* Next find the Backspace Key. It will help you get rid of stuff to the left of the cursor.
* Find the Enter key next. When you press this key, the cursor will go down one line.
* Time to find the Spacebar. It’s the biggest key on the keyboard. It moves the cursor ahead.
* Let’s find the Shift keys. There are two of them. One is on the left. The other is on the right. When Shift keys are pressed the letters become uppercase.
* Now find the Caps Lock. When it’s pressed, all the letters you type are uppercase. Now look at the right side of the keyboard at those 3 lights above the number pad. Press the Caps Lock key. Did you notice how the middle light comes on when you press this key? Press the Caps Lock again. Did the light go off?
* Next find the Period. Periods go at the end of sentences.
* Finally go over one key and find the question mark. Question marks go at the end of questions. If you want to type a question mark, you must press the Shift key too.
* Great job reviewing the keyboard.