

Arthur Mellows Village College

Vision Impairment Hub

Touch Typing



**For staff who work with students who
have a vision impairment**

Touch typing notes for students with a vision impairment

Introduction:

It is important to introduce students to touch typing skills as early as possible. This will help develop good keyboard skills and habits early on. This also gives them a head start on to digital print and to provide the student with a means to produce print that is legible to themselves and others. It is important to use programs that are accessible to the students' own visual needs.

Some key things to remember:

Using digital print also enables the student to produce print that is legible to them and they can choose print and background colour that is best for them.

- Positioning is important when learning keyboard skills.**
- Encourage the student to sit up straight with feet flat on the floor, elbows close to the body, wrists straight and forearms level.**
- Using the correct technique and typing accurately, speed of using the keyboard will follow.**
- Teaching drills to initially learn where the keys are and then provide real practise.**

- **The position of the keys need to be learnt so the student will not have to visually search for them.**

Some recommendations:

I would recommend not putting pressure on students to get to a certain speed and accuracy but to concentrate more on the correct technique of using the correct fingers to type the various keys. It is a good idea to practice regularly for short periods of time. Once the student becomes accurate then speed will follow.

The keyboard below is an example of what can be purchased for a student who can be hindered by the standard keyboard.



The colour coding of the keys allows some children to identify the various groups of keys within the keyboard, aiding learning and progression.

Stickers may be a good idea to mark certain keys, this gives guidance to specific keys that the student is having problems locating. For example, the 'shift' key or 'print screen'.

A sleeve is also a good idea to cover the keys to prompt fluency and accuracy without constantly looking at the keys.

Below is an example of a 'sleeve'. It is a soft plastic skin that is placed over the computer keys to make them blank.



Students must use the correct fingers for each letter and remember wrists flat and thumbs on the space bar.

One of the first steps in becoming proficient at touch typing is using the QWERTY keyboard. The old way of learning was so laborious but now with the programmes available online this important skill can be learnt while having fun.

The RNIB site <http://www.rnib.org.uk/> is a good place to start to find the correct programme that is suitable for the learner. It is a good idea to try one or more programs to find the best for the individual. A number of programs are free.

Many students enjoy online games so why not include ones that involve practising their skills of touch typing?

Online programs

- <http://www.doorwayonline.org.uk>
- <http://www.kidztype.com>
- <http://www.dancemattyping>
- <http://www.keybr.com>

Students who do not choose to play computer games to teach them typing skills can look at other ways to make the task more interesting. Practice needs to be meaningful taking into consideration the age and ability of the student.

Allowing students to choose their own material to type can also encourage meaningful typing. I work with a student at the moment who is reading an enlarged print version of 'The Diary of a Wimpy Kid'. Sometimes in her 1-1 lessons she chooses to copy type a few pages of the novel.

Another time she likes to write her own story, write a poem or complete a piece of homework.

If the task is fun this will promote fluency and accuracy because typing can be a laborious task.

Be mindful of the time set for practice. Regular short sessions are a good idea.

Set practice into their homework timetable.

Ten minutes over a few evenings a week would greatly improve their keyboard skills.

Shortcut Keys

SHORTCUT KEYS	DESCRIPTION
Ctrl A	Selects all contents of the page.
Ctrl B	<u>Bold</u> highlighted selection.
Ctrl C	<u>Copy</u> selected text.
Ctrl E	Aligns the line or selected text to the centre of screen.
Ctrl F	Open find box.
Ctrl I	<u>Italic</u> highlighted selection.
Ctrl J	Aligns the selected text or line to justify screen.
Ctrl K	Insert link.
Ctrl L	Aligns line or selected text to left of screen.
Ctrl M	Indent the paragraph.
Ctrl P	Open the print window.
Ctrl R	Aligns the line or selected text to right of the screen.
Ctrl T	Create a hanging indent.
Ctrl U	<u>Underline</u> highlighted section.
Ctrl V	<u>Paste</u>.
Ctrl X	<u>Cut</u> selected text.
Ctrl Y	Redo the last action performed.
Ctrl Z	Undo last action.

Ctrl Shift F	Change the font.
Ctrl Shift + >	Increase selected font +1pts up to 12 and then increases font +2.
Ctrl +)	Increase selected font +1pts.
Ctrl + Shift + <	Decrease selected font – 1pts if 12pt or lower, if above 12 decreases font by +2pt.
Ctrl + (Decrease selected font -1 pts.
Ctrl + Shift + *	View or hide non printing characters.
Ctrl + < left arrow >	Moves one word to the left.
Ctrl + < right arrow >	Moves one word to the right.
Ctrl + < up arrow >	Moves to the beginning of the line or paragraph.
Ctrl + < down arrow >	Moves to the end of paragraph.
Ctrl + Del	Deletes word to right of cursor.
Ctrl + Backspace	Deletes word to left of cursor.
Ctrl + End	Moves cursor to end of document.
Ctrl + Home	Moves cursor to beginning of document.
Ctrl + Spacebar	Reset highlighted text to the default font.
Ctrl + 1	Single-space lines.
Ctrl + 2	Double-space lines.
Ctrl + 5	1.5 – line spacing.
Ctrl + Alt + 1	Changes text to heading 1.
Ctrl + Alt + 2	Changes text to heading 2.
Ctrl + Alt + 3	Changes text to heading 3.
Ctrl + F1	Open the <u>T</u>ask Pane.
F1	Open Help.

Ctrl + F2	Display the print preview
Alt + Ctrl + F2	Open new document.
Shift + F3	Change text in Microsoft Word from upper to lower case or a capital letter at the beginning of every word.
Shift + Insert	Paste.
F4	Repeat the last action performed.
F5	Open the find, replace, and go to window in Microsoft Word.
Ctrl + Shift + F6	Open to another open Microsoft Word document.
F7	Spell and grammar check selected text and/or document.
Shift + F7	Runs a Thesaurus check on the word highlighted.
F12	Save as.
Shift + F12	Save
Ctrl + Shift + F12	Prints the document
Alt + Shift + D	Insert the current date.
Alt + Shift + T	Insert the current time.

Mouse shortcuts

In addition to 'shortcut keys' the user can also use their mouse as a quicker method of something commonly performed.

MOUSE SHORTCUTS	DESCRIPTION
Click, hold, and drag	Selects text from where you click and hold to the point you drag and let go.
Double-click	If double-click a word, selects the complete word.
Double-click	Double-clicking on the left, centre, or right of a blank line will make the alignment of the text left, centre or right aligned.
Double-click	Double-clicking anywhere after the text will set a <u>tab stop</u>.
Triple-click	Selects the line or paragraph of the text the mouse triple-clicked.
Ctrl + Mouse wheel	Zooms in and out of document.