



Year 3

Touch Typing

Key Learning

- To learn correct finger positioning on the keyboard and understand when to use the left or right hand.
- To learn how to type numbers accurately and to use the shift key for capital letters.
- To practise typing punctuation marks and symbols and build accuracy with simple words.
- To practise typing sentences using capital letters, spaces, and full stops.

Key Resources



Key Vocabulary

Bottom Keys

The row of letters on a keyboard below the home row.

Number Row

The horizontal row of number keys (0-9) found at the top of a keyboard.

Space Bar

The long key at the bottom of the keyboard that makes a space between words when typing.

Home Keys

The middle row of letters on the keyboard where your fingers rest when you are not typing.

Posture

The position in which someone holds their body when standing or sitting.

Top Keys

The row of letters on a keyboard above the home row.

Keyboard

A device with a set of keys (buttons) that you press to type letters, numbers, punctuation, and commands into a computer.

Shift Key

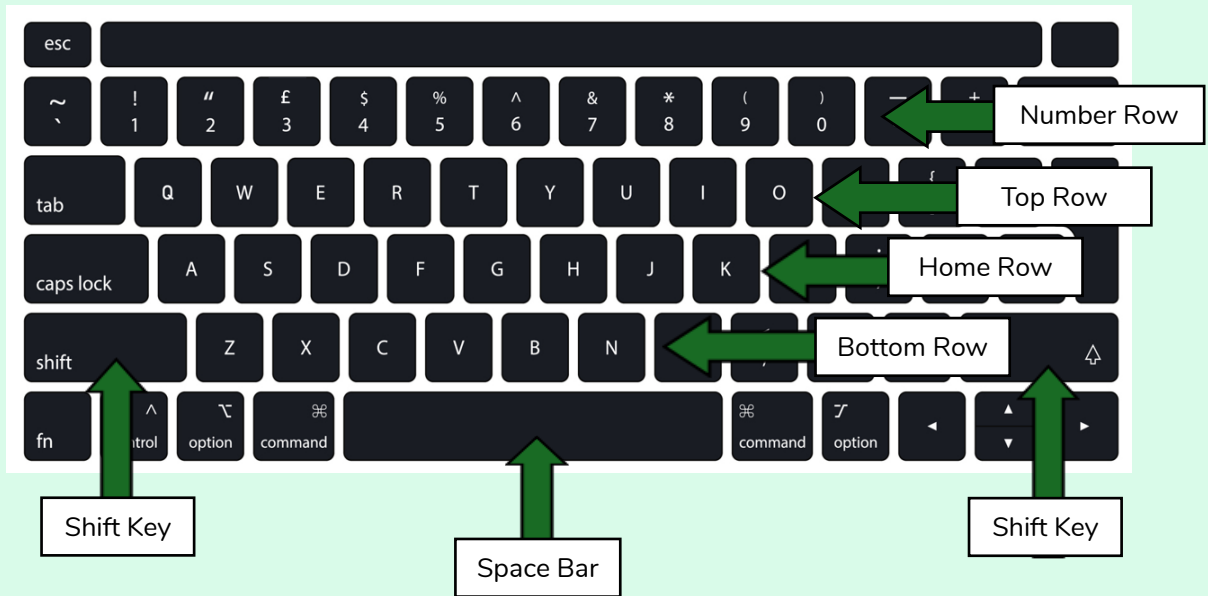
A special key on the keyboard that you hold down while pressing another key to make a capital letter or a symbol.

Typing

The action or skill of writing something by means of a typewriter or, in this case, a computer.



Key Images



Key Questions

What is touch typing?

Touch typing means typing without looking at the keys. Instead, you use your sense of touch to find the correct letters. You start with fingers on the home row and use the correct fingers for each key. This builds accuracy and speed so you can type more confidently.

Why is posture important when typing?

Good posture keeps your body comfortable and safe while typing. Sitting up straight with both feet flat helps you to avoid aches, see the screen clearly and move your fingers quickly.

What are the home row keys?

The home row keys are the middle row of the keyboard: A, S, D, F, G, H, J, K, L, and ;. They are the starting point for touch typing, helping fingers reach other keys quickly. The F and J keys have small bumps to guide index fingers, making it easier to find the home row and type accurately.