

KEYBOARDING TIPS

PRACTICE: To become proficient at keyboarding/touch typing, students must practice daily.

- 1. Use a website that helps teach/practice touch typing:**
 - Stgabrielsf.typingpal.com (use school Google accounts to access)
 - BBC Dance Mat Typing
 - ABCya.com – there are several typing/keyboarding games
 - TypingTest.com
 - TypingWeb.com
 - There are many, many more...do a Google search or check the SG Tech website for links! Go to: **sgtech.stgabrielsf.com**
- 2. Use software that helps teach/practice touch typing:**
 - Mavis Beacon Teaches Typing
 - Type To Learn
 - Type To Learn Jr.
- 3. Use a word processing program to practice typing:**
 - Use an application like Word, Pages, Google Docs, etc. to practice typing any selection of text
 - Use text from a school textbook, newspaper, magazine, etc.
- 4. Type as much as possible:**
 - Ask the teacher if there are any regular homework assignments that can be typed instead of handwritten
 - Type letters to friends, family, or favorite people
 - Type lists of things to do, things you like, etc.
 - Keep a writing journal, diary, or a blog – type all your entries
- 5. Study where the keys are located.** Some typing games help you practice locating the keys (i.e. Keyboard Challenge on ABCya.com)
- 6. Do not to use the delete key when you practice.**
- 7. Use some type of cover to help train you not to look at the keys.**



About Keyboard Covers

Keyboard Covers

Note: Keyboard covers may also be referred to as skins or masks. Covers are not “one size fits all” – you will need to know some details about your keyboard model.

1. Check a website that sells covers:

- www.speedskin.com
- CompBindTech.com (SG ordered from here in past)
- Amazon.com
- Staples.com
- KBCovers.com
- PlasticPerfection.com

2. Check office or computer supply stores:

- Office Depot
- Office Max
- Staples
- Apple

3. Try a Google search for:

- touch typing keyboard cover
- keyboard instruction cover
- keyboard training cover
- keyboard cover for typing practice
- no peek keyboard cover
- keyboard trainer

4. Other options:

- Just practice not looking!
- Place a lightweight piece of material over hands while typing
- Create a cover using cardboard or poster board

