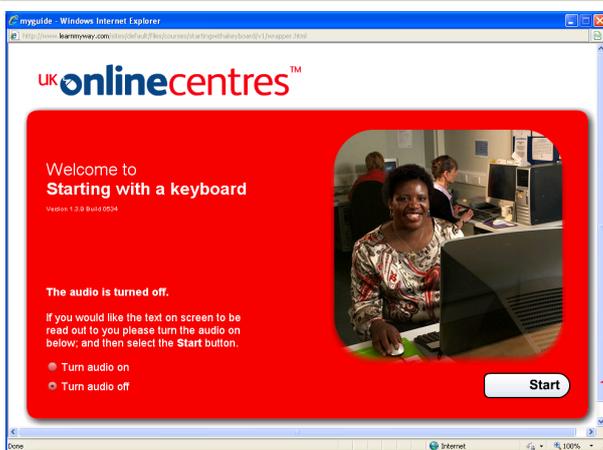
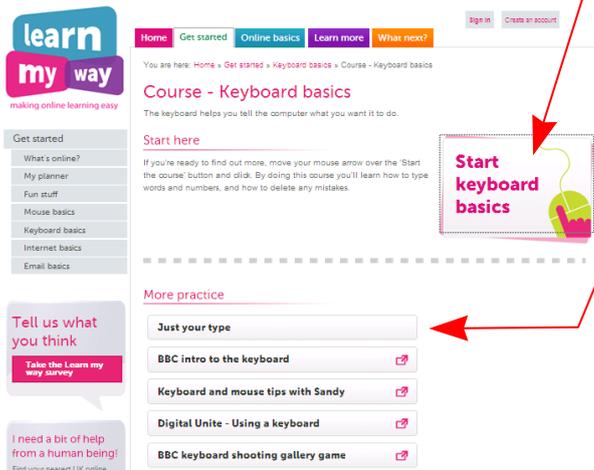
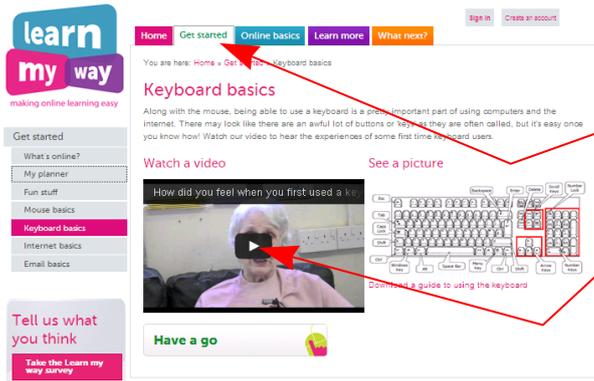


Hampsthwaite Online : Get Started with Keyboard

Keyboard basics



- Sign in then click on the **Get started** Tab
- Watch the video, if you wish, then click on **Have a go**.
- **Note:** you can also **Download** and **Print** a keyboard layout which you might find helpful.
- When you are ready to start the module click on **Start keyboard basics**.
- **Note:** there are other activities listed for **More practice**. 'Just your type' and the 'BBC keyboard shooting gallery' are strongly recommended.
- Listen to the audio instructions then choose to have audio **on** or **off** by clicking one of the two buttons at the bottom left.
- Click **Start** to continue.
- **Note:** most of the screens that follow simply contain guidance to be listened to or read and you are able to click **Next** to move on as soon as that instruction appears on screen.
- On some screens there will be other buttons inviting you to **Play** a short animation or **Start** an on-screen activity. There are also sometimes **arrows** which if clicked will reveal further guidance.
- **Note:** If you choose to **Start** an application you must type **exactly** what is asked for.
- Choose which of the two units you wish to do first then click **Next** to continue.
- As you proceed through the unit you will have options to move on by clicking **Next** or to go **Back**. There is also the option to **Reload** if you wish to start again.
- The **Menu** link at the top will take you back to the very start and the other links will allow you to change **Text**, turn **Audio** on or off or to **Close** and finish.
- Once both units are completed your **Home** page will record this.