



# Touch typing and Graphing

Key Resources



2Type

**When focusing on touch typing, you will be ...**

- Understanding the correct way to sit at a keyboard.
- Learning new vocabulary.
- Learning how to use the different rows of keys.
- Practising typing.

**When focusing on graphing, you will be...**

- Entering data into a graph and answering questions.
- Solving an investigation and presenting the results in graphic form.

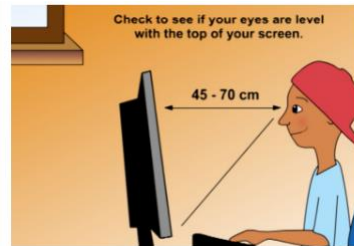
Key Resources



2Graph

Key Vocabulary

**Posture**  
The correct way to sit at the computer.



**Keys**  
Buttons that are pressed on a computer keyboard or typewriter. These can be described by their position; bottom row, top row and home row (middle row).



**Space bar**  
The bar at the bottom of the keyboard.

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

Key Vocabulary

**Axis**  
A fixed horizontal or vertical reference line for the measurement of coordinates or to plot data in a graph.

**Chart**  
A diagram that represents data. Charts include graphs and other diagrams such as pie charts or flowcharts.

**Column**  
Vertical (down the page) divisions of a piece of work.

**Data**  
A collection of information, especially facts or numbers, obtained by observation, questions or measurement to be analysed and used to help decision-making.

**Graph**  
A diagram that represents data. There are specific layouts for graphs including bar graphs and line graphs.

**Investigation**  
A formal inquiry or systematic study.

**Row**  
Horizontal (across the page) divisions of a piece of work.

**Sorting**  
Organising data by a rule such as alphabetical or numerical.

**Tally Chart**  
A way of recording how often something happens by counting in fives.