



Purple Mash Computing Scheme

Touch Typing

Contents

Overview

- Key Learning
- Knowledge Organiser and Learning Mat
- Concept Map and Quiz

Lesson 1: Home, Bottom and Top Keys

- Aim
- Success Criteria
- Resources
- Preparation
- Teaching Notes

Lesson 2: Numbers and Using the Shift Key

- Aim
- Success Criteria
- Resources
- Preparation
- Teaching Notes

Lesson 3: Punctuation, Symbols and Simple Words

- Aim
- Success Criteria
- Resources
- Preparation
- Teaching Notes

Lesson 4: Typing Simple Sentences

- Aim
- Success Criteria
- Resources
- Preparation

Assessment

Overview

This unit introduces children to touch typing. Children learn correct posture, finger positioning and typing techniques to develop speed and accuracy, while understanding how these skills support safe and effective computer use.

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.

Knowledge Organiser and Learning Mat

These resources can be used to support learning across the unit.

- [Knowledge Organiser](#)
- [Learning Mat](#)

Concept Map and Quiz

Use these resources to gauge children's understanding before or after the unit has been taught.

- [Concept Map](#)
- [Quiz](#)

Lesson 1: Home, Bottom and Top Keys

Aim

- To learn correct finger positioning on the keyboard and understand when to use the left or right hand.

Success Criteria

- I can sit at a keyboard with the correct posture.
- I can place my fingers on the correct home keys and return them after typing.
- I can use my left and right hands for the correct letters.

Preparation

Set the following activities as 2Dos for your class. When setting them as a 2Do, set the timer for 2 minutes each time. (Adapt this time as needed for your children)

- **1 - Home Row Keys**
- **1 - Bottom Row Keys**
- **1 - Top Row Keys**
- **Left Little Finger Words**
- **Left Third Finger Words**
- **Right Middle Finger Words**
- **Right Index Finger Words**
- (Optional Extension) **Left Hand Keys – Falling**
- (Optional Extension) **Right Hand Keys Words - Falling**

Please find all lesson resources and additional teaching notes below.

Resources

- [Slideshow - Lesson 1](#)
- [1 - Home Row Keys](#)
- [1 - Bottom Row Keys](#)
- [1 - Top Row Keys](#)
- [Left Little Finger Words](#)
- [Left Third Finger Words](#)
- [Right Middle Finger Words](#)
- [Right Index Finger Words](#)
- [Left Hand Keys](#)
- [Right Hand Keys Words](#)

Teaching Notes

Depending on the hardware available, children may be working on physical keyboards or touchscreen keyboards. It would be good to have a physical keyboard on hand to show to the children even if they are working on tablets, so you can point out the ridges on keys F and J.

All of the children's scores for individual activities can be accessed by the teacher using the Data Dashboard. For more information on this, see the [Data Dashboard User Guide](#).

Lesson 2: Numbers and Using the Shift Key

Aim

- To learn how to type numbers accurately and to use the shift key for capital letters.

Success Criteria

- I can type numbers without mixing them up with letters or symbols.
- I can hold down the shift key with one hand while pressing a letter with the other.
- I can type both lower-case and capital letters correctly.

Preparation

Set the following activities as 2Dos for your class. When setting them as a 2Do, set the timer for 2 minutes each time. (Adapt this time as needed for your children)

- **Numbers 0 to 9**
- **Falling Numbers**
- **Shift Key A to L**
- **Shift Key M to Z**
- (Optional Extension) **Shift Key Names**

Please find all lesson resources and additional teaching notes below.

Resources

- [Slideshow - Lesson 2](#)
- [Numbers 0 to 9](#)
- [Falling Numbers](#)
- [Shift Key A to L](#)
- [Shift Key M to Z](#)
- [Shift Key Names](#)

Teaching Notes

In the lesson you will need to show how to use the shift key to write capital letters. It may be useful to have a word processing program open for you to demonstrate this.

Lesson 3: Punctuation, Symbols and Simple Words

Aim

- To practise typing punctuation marks and symbols and build accuracy with simple words.

Success Criteria

- I can find and type common punctuation marks (e.g. full stop, comma, question mark.)
- I can use the shift key to access a range of different symbols.
- I can type simple words using the correct fingers.

Preparation

- Print off the **Typing Words - Score Sheet** for each child.

Set the following activities as 2Dos for your class. When setting them as a 2Do, set the timer for 2 minutes each time. (Adapt this time as needed for your children)

- **Capital Letters and Full Stops**
- **Commas and Apostrophes**
- **Question & Exclamation Marks**
- **Inverted Commas**
- **@ At Symbol**
- **CVC Words**
- **First High Frequency Words**

Please find all lesson resources and additional teaching notes below.

Resources

- [Slideshow - Lesson 3](#)
- [Capital Letters and Full Stops](#)
- [Commas and Apostrophes](#)
- [Question & Exclamation Marks](#)
- [Inverted Commas](#)
- [@ At Symbol](#)
- [CVC Words](#)
- [First High Frequency Words](#)
- [Typing Words - Score Sheet](#)

Teaching Notes

There are a lot of different activities to try here - if you do not feel you will have time to complete everything, you can pick and choose the activities to complete this lesson.

Lesson 4: Typing Simple Sentences

Aim

- To practise typing sentences using capital letters, spaces, and full stops.

Success Criteria

- I can start sentences with a capital letter using the shift key.
- I can put spaces between words using the space bar.
- I can end sentences with a full stop.

Preparation

- Print off the **Typing Sentences - Score Sheet** for each child.

Set the following activities as 2Dos for your class. When setting them as a 2Do, set the timer for 2 minutes each time. (Adapt this time as needed for your children)

- **Three Word Sentences**
- **Four Word Sentences**
- **Animal Sentences – Falling Words**
- (Optional Extension) **Alphabet Rhyme** (set timer for 10 minutes)

Please find all lesson resources below.

Resources

- [Slideshow - Lesson 4](#)
- [Three Word Sentences](#)
- [Four Word Sentences](#)
- [Animal Sentences - Falling Words](#)
- [Alphabet Rhyme](#)

Assessment

The following information is an exemplar of what a child at an expected level would be able to demonstrate when completing this unit with additional exemplars to demonstrate how this would vary for a child with emerging or exceeding achievements.

Emerging

- Children are developing their awareness of correct posture and finger placement. They can type some letters and short words and are beginning to return their fingers to the home keys with support. They are starting to use the shift key to make capital letters and are gaining confidence with numbers, punctuation, and symbols. They are learning to use the space bar more consistently between words. Their accuracy and speed are improving with practice, and they are building the foundations that will help them become confident and fluent typists.

Expected

- Children can type using the home, top, and bottom keys with greater accuracy and often use the correct fingers. They sit with good posture and use the shift key effectively to create capital letters, as well as the number row for typing digits. They can locate and use common punctuation and symbols, applying them when typing simple sentences. Their sentences usually include capital letters, spaces, and full stops correctly. They show improving speed and accuracy, correcting errors when needed.

Exceeding

- Children type with confidence, maintaining posture and correct finger placement more consistently. They look at the keyboard less, using both hands efficiently to type with good speed and accuracy. They use the shift key accurately for capitals and symbols, and they confidently type numbers and punctuation. Their sentences are fluent and correctly structured with capitals, spaces, and full stops. They make few errors and correct them independently. They can attempt longer sentences or short paragraphs, applying touch typing skills smoothly.