

Kindergarten Typing Readiness Teacher Guide

Learning to type takes time, especially for young learners who are still becoming familiar with letters, keyboard layouts, and using a computer independently.

These unplugged activities are designed to help kindergarten students explore the keyboard, locate familiar letters and keys, and build confidence before and alongside digital typing practice. Activities can be completed in just a few minutes and can be used with individual students, small groups, or the whole class.

At this stage, the focus is on keyboard familiarity and confidence, not speed. It is normal for students to look for each letter before selecting a key.

What's Included

Stage	Students Practice	Resources to Use
Explore the Keyboard	Noticing letters, numbers, rows, and important keys	Blank uppercase or lowercase keyboard
Find Familiar Letters	Locating letters they already know	Blank keyboard, My Name on the Keyboard
Notice the Layout	Finding letters by row and location	Blank keyboard, Keyboard Scavenger Hunt
Connect Sounds and Letters	Matching beginning sounds to keyboard letters	Keyboard Letter Detective
Get Ready to Type	Selecting letters in sequence and transferring skills to a device	Blank keyboard, My Name on the Keyboard
Throughout	Comfortable posture and gentle keyboard use	Get Ready to Type poster

Download the [Complete Printable Pack](#) to print all kindergarten typing resources.

How to Use the Resources

There is no need to complete every activity at once. Start with activities that match your students' familiarity with letters and keyboards, and revisit them as students become more comfortable.

A suggested progression is:

Explore → Find → Notice → Connect → Type

1. Explore the Keyboard: Become familiar with the keyboard and important keys.
2. Find Familiar Letters: Locate letters students already know.
3. Notice the Layout: Begin recognizing rows and where letters are located.
4. Connect Sounds and Letters: Use familiar words and beginning sounds to locate keys.
5. Move to Typing: Practice selecting letters in order, then transfer the skill to a device.

Explore the Keyboard

Goal

Help students become comfortable looking at and interacting with a keyboard.

Use

Printable Keyboard: Uppercase or Lowercase

Print a keyboard for each student, or laminate copies for repeated use. Students can:

- point or tap
- circle or color
- use a dry-erase marker
- cover keys with counters or other small manipulatives

Try These Prompts

Begin with open exploration:

- Find a letter you know.
- Find a number you know.
- Find the first letter in your name.
- Find the spacebar.
- Find a key that is longer than the others.
- Find two letters that are next to each other.

Students do not need to memorize the keyboard layout. The purpose is simply to begin noticing where things are.

Uppercase or Lowercase?

Use the version that best matches your students' needs. Students who are more familiar with uppercase letters may benefit from beginning with the uppercase keyboard.

The lowercase version can help students connect lowercase letter forms to the keys they see on devices such as Chromebooks.

As students become comfortable, display both versions and ask:

- Can you find A on both keyboards?
- Did the A key move?
- What changed?
- What stayed the same?

Help students notice that **the letters may look different, but their keyboard locations stay the same.**

Find Familiar Letters

My Name on the Keyboard

Goal

Connect highly familiar letters to their locations on the keyboard and begin selecting letters in sequence.

Before You Begin

Choose the uppercase or lowercase version that is most appropriate for your students.

Steps

1. Write a name.

Have students write their first name on the line at the top of the page. Provide a name card or model as needed.

2. Find the first letter.

Students locate the first letter of their name and draw it in the box.

3. Find the letters.

Students color or circle each keyboard key that appears in their name.

4. Tap in order.

Have students tap the letters of their name in the order they would type them.

For names with repeated letters, remind students that they may need to tap the same key more than once.

Try It on a Device

After practicing on paper, have students locate the same letters on their computer keyboard. When ready, students can type their names.

Paper → Find → Type

Practice it on paper.

Find the same keys on the device.

Type the name.

Notice the Keyboard Layout

Goal

Help students notice how letters are organized on the keyboard and begin remembering where keys are located.

Keyboard Scavenger Hunt

Before You Begin

Show students the three rows of letter keys: top, middle, and bottom. Students do not need to memorize the letters in each row.

Steps

Read each direction aloud one at a time. Students find and mark letters by row and locate the spacebar. For the row challenges, there is more than one correct answer.

Keep Exploring

- Find another letter on the top row.
- Which row has the first letter in your name?
- Find two letters that are next to each other.

Fill in the Missing Keys

Before You Begin

Have students look closely at the complete keyboard and notice where the letters are located.

Steps

Students use the complete keyboard as a guide to identify the missing letters. Then, they write each missing letter in the correct blank key.

Keep Exploring

- What letters are next to a missing key?
- Which row is the missing key on?
- Cover the complete keyboard and see which missing letters students can remember.

Connect Sounds and Letters

Keyboard Letter Detective

Goal

Connect a familiar beginning sound to its letter and then locate that letter on the keyboard.

Before You Begin

This is a **teacher-read activity**. Students do not need to read the clue words independently.

You may also show a picture or say the word aloud while emphasizing its beginning sound.

For example:

“Sun. /s/ /s/ sun. What letter do you hear at the beginning?”

Steps

Read each clue aloud one at a time.

Students:

1. Listen to the word.
2. Identify the beginning sound.
3. Decide which letter represents that sound.
4. Find the letter on the keyboard.
5. Mark the key using the direction on the page.

Keep Playing

Once students understand the activity, make up your own Keyboard Letter Detective clues using familiar classroom words.

For example:

- What letter starts **book**?
- What letter starts **table**?
- What letter starts **pencil**?
- What letter starts **map**?

You can also use student names:

“What letter starts Mateo?”

Get Ready to Type

Once students are comfortable locating individual keys, begin helping them connect paper-keyboard practice to actual typing.

Practice Short Words

Display a short, familiar word for students to see.

For example:

CAT

Say each letter and have students tap the keys in order:

C → A → T

Then move to a computer and find the same keys again.

Short CVC words are a natural next step for kindergarten keyboard exploration and also connect with the kindergarten keyboard expectations included in CodeHS's typing work.

Introduce the Spacebar

After students can tap a short word, try two familiar words:

my dog

Tap:

M → Y → SPACEBAR → D → O → G

Ask:

“What do we need between our two words?”

Introduce Backspace When Students Need It

Rather than teaching every special key at once, introduce useful keys in context.

For example:

“I wanted to type CAT, but I typed CAB. What key could help me remove the B?”

Have students find **Backspace** on their paper keyboard and then locate it on the device.

Quick Keyboard Warm-Ups

These activities can be used for 3–5 minutes before students begin a typing activity.

Warm-Up	Try This
Name Hunt	Find and tap the letters in your name.
Letter of the Day	Find the letter your class is learning today.
Three-Key Challenge	Call three letters for students to find.
Sound Hunt	Say a word and have students find its beginning letter.
Keyboard I Spy	“I spy a letter on the top row that starts the word tiger.”
Find the Neighbor	Find G. What letters are beside it?
Special Key Check	Find the spacebar or Backspace key.
Paper to Device	Find three keys on paper, then find the same three on the computer.

Healthy Keyboard Habits

Young students may also need reminders about how to get comfortable before typing.

Encourage students to:

- sit comfortably and tall
- relax their shoulders
- keep the keyboard within easy reach
- keep their feet supported when possible
- use gentle hands on the keyboard
- take breaks from typing and screen use

Use the **Get Ready to Type** poster as a visual reminder before typing activities.

You can also make this interactive by intentionally modeling something that could be improved:

“Am I ready to type?”

Students can give a thumbs-up or thumbs-down and suggest what you should change.