

# Unit 2: Keyboarding

Content Area: **Technology**  
Course(s): **Technology**  
Time Period: **November**  
Length: **6-8 weeks**  
Status: **Published**

## Enduring Understandings

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A tool is only as good as the person using it.

Various input devices are essential for proper use of a digital tool.

## Essential Questions

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How do I use a mouse effectively?

What are the various devices that can be used to properly use a digital tool?

## Content

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Typing Awareness

Software Awareness

Hardware Awareness

Keyboard Function

Additional Resources:

[www.abcy.com](http://www.abcy.com)

- Keyboarding Zoo
- Typing Rocket

Software: Type to Learn Jr

## Skills

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Identify and recognize the letter and number placement on a keyboard

Distinguish the left side vs. right side of keyboard for hand placement

Show basic understanding of QWERTY keyboard layout

Vocabulary:

- CTRL + ALT+ DELETE
- ENTER key
- Spacebar
- Click/Double Click

## Standards

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|------------------|---|
| CRP.K-12.CRP2    | Apply appropriate academic and technical skills.  |
| CRP.K-12.CRP11   | Use technology to enhance productivity.   |
| TECH.8.1.2.A     | Technology Operations and Concepts: Students demonstrate a sound understanding of technology concepts, systems and operations       |
| TECH.8.1.2.A.1   | Identify the basic features of a digital device and explain its purpose.  |
| TECH.8.1.2.A.2   | Create a document using a word processing application.  |
| TECH.8.1.2.A.3   | Compare the common uses of at least two different digital applications and identify the advantages and disadvantages of using each. |
| TECH.8.1.2.A.4   | Demonstrate developmentally appropriate navigation skills in virtual environments (i.e., games, museums).                           |
| TECH.8.1.2.A.5   | Enter information into a spreadsheet and sort the information.  |
| TECH.8.1.2.A.6   | Identify the structure and components of a database.  |
| TECH.8.1.2.A.7   | Enter information into a database or spreadsheet and filter the information.  |
| TECH.8.1.2.A.CS1 | Understand and use technology systems.  |
| TECH.8.1.2.A.CS2 | Select and use applications effectively and productively.   |