Unit 2: Keyboarding

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

Enduring Understandings

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

How do I use a mouse effectively?

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

Content

Typing Awareness

Software Awareness

Hardware Awareness

Keyboard Function

Additional Resources:

www.abcya.com

- Keyboarding Zoo
- Typing Rocket

Software: Type to Learn Jr

Skills

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

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.