Unit: 2 Keyboarding

Content Area: **Technology**
Course(s):
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 can knowing the QWERTY keyboard layout help me type more efficiently?

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

Content

Layout of QWERTY

Keyboard

Awareness of Home Row Keys

Typing Posture Awareness

Software Awareness

Hardware Awareness

Skills

Identify and recognize the letter and number placement on a keyboard

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

Vocabulary:

- CTRL + ALT+ DELETE
- ENTER key
- Spacebar

- SHIFT
- Backspace

Caps Lock

Resources

Software Library: Type to Learn Jr.

www.abcya.com

Standards

CRP.K-12.CRP2	Apply appropriate academic and technical skills.
CRP.K-12.CRP11	Use technology to enhance productivity.
TECH.8.1.2	Educational Technology: All students will use digital tools to access, manage, evaluate, and synthesize information in order to solve problems individually and collaborate and to create and communicate knowledge.
TECH.8.1.2.A.1	Identify the basic features of a digital device and explain its purpose.