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.

Technology is constantly changing therefore requires the continuous learning of new skills.

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?

How can I transfer what I know about proper keyboarding skills into other real world applications and experiences?

Content

Layout of QWERTY

Keyboard

Awareness of Home Row Keys

Typing Awareness

Software Awareness

Hardware Awareness

Skills

Identify and recognize the letter and number placement on a keyboard.

Demonstrate the use of the SHIFT key for uppercase letters and symbols.

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/kids_typing_games.htm

- Typing Rocket

www.typingclub.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	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.