Unit 2: Keyboarding

Content Area: **Technology**
Course(s):
Time Period: **October**
Length: **3-4 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 improving keyboarding accuracy and speed help me?

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

Proper finger/hand placement on the home row keys (ASDF JKL:)

Measurement of keyboarding

- Speed (WPM)

- Accuracy

Vocabulary:

- CTRL + ALT+ DELETE
- ENTER key
- Spacebar
- SHIFT
- Backspace
- Caps Lock

Students will:

* Use proper posture for keyboarding

* Demonstrate the hand position for the home row keys on the QWERTY keyboard

* Increase their typing speed and accuracy by practicing correct keyboarding skills and posture.

Resources

www.sense-lang.org

www.typingclub.org

Standards

CRP.K-12.CRP2	Apply appropriate academic and technical skills.
CRP.K-12.CRP11	Use technology to enhance productivity.
TECH.8.1.5	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.8.1.5.A	Technology Operations and Concepts: Students demonstrate a sound understanding of technology concepts, systems and operations.
TECH.8.1.5.A.1	Select and use the appropriate digital tools and resources to accomplish a variety of tasks including solving problems.