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:)

Display proper posture for body and hands for keyboarding

Measurement of keyboarding

- Speed (WPM)
- Accuracy

Vocabulary:

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

Resources

www.typingclub.com

Standards

CRP.K-12.CRP2	Apply appropriate academic and technical skills.
CRP.K-12.CRP11	Use technology to enhance productivity.
TECH.8.1.5	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.