Ongoing Keyboarding

Content Area: **Technology**
Course(s): **Technology**
Time Period: **Week 1**
Length: **37 Weeks**
Status: **Published**

Unit Overview

Students will learn touch typing in order to complete technology projects and word processing in a timely manner.

Standards

TEC.3-4.8.1.4.A.1	Demonstrate effective input of text and data using an input device.

Essential Questions

How can I learn to type quickly and accurately so I can get my work done as efficiently as possible?

Application of Knowledge and Skills...

- each letter has a specific spot on the keyboard and they are not in alphabetical order
- knowing the location of each key on the keyboard will increase the speed in which a person can type
- there is a correct finger to use for each key on the keyboard

Students will be skilled at...

- beginning to use the computer as a word processor
- exploring proper keyboarding techniques to build typing skills

Assessments

The teacher will informally assess students throughout the unit by observing their natural usage of the following skills:

- Navigate through a website using the mouse properly
- Type the appropriate keys while navigating a website

Activities

For the first ten minutes of each class, students will log in and keyboard. They will be introduced to and expected to display proper posture, proper home row keyboarding, and to look at the screen, not their fingers.

Activities to Differentiate Instruction

Two types of orange covers will be available for children to learn letters: one with no letters and one with upper and lower case letters.

The letters will be covered so that students will be forced to "not look" at the keys.

If manual dexterity is not age-appropriate, adaptations such as yarn, single-handed typing, and physical positioning of the student and keyboard will be employed.

Integrated/Cross-Disciplinary Instruction

Resources

BBC Dance Mat Typing website

Keyboarding Zoo