

# OK Tech - Keyboarding

Content Area: **Technology**  
Course(s): **Generic Course**  
Time Period: **Marking Period 1**  
Length: **11 days**  
Status: **Published**

## Established Goals/Standards

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Please choose the appropriate Goals/Standards from the Standards tab above.

TECH.8.1.2.A.1	Identify the basic features of a digital device and explain its purpose.
TECH.8.1.2.A.2	Create a document using a word processing application.
TECH.8.1.2.A.4	Demonstrate developmentally appropriate navigation skills in virtual environments (i.e., games, museums).
TECH.8.1.2.A.CS1	Understand and use technology systems.

## Essential Questions

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Please add your Essential Questions by clicking on the Lists tab above.

- How does entering text allow us to share ideas?
- How does the use of pictures allow us to share ideas?

## Enduring Understanding

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The benefits of a using a word processing application are:

- neater work
  - easier to modify or change/edit
  - faster to create a document
  - built-in spell checker
  - use text & graphics together
  - multiple formatting options (font style, size,color)
  - save your file and go back to it later for
  - editing purposes
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- Digital tools allow us to access and communicate information withing the computer, network, and on the World Wide Web.
  - Digital tools allow us to communicate information to an audience.
  - Entering text and pictures allows us to share ideas.

## Content

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Students will:  
Demonstrate correct keyboarding technique.  
Create and save a document.

Open and close a document.  
View and print a document.

Demonstrate ability to make corrections indicated by computer generated proofreaders' marks.(ie: spell check,)

Use cut, copy, and paste within a document.

Identify letter and number keys on the keyboard.

Use the space bar, Caps Lock, Enter, backspace, and CTRL ALT Delete keys appropriately.

## **Assessment**

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## **Resources**

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paper keyboards

Paint

Word

Dance mat Typing

Type to Learn