# 2 Tech - Keyboarding

Content Area: **Technology** 

Course(s): Technology Education 2
Time Period: Marking Period 1

Length: **11 days** Status: **Published** 

### **Established Goals/Standards**

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.3 Compare the common uses of at least two different digital applications and identify the

advantages and disadvantages of using each.

### **Essential Questions**

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**

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
- 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

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 co	orrections indicated by computer generated proofreaders' marks.(ie: spell check,)
Use cut, copy, and paste withi	n a document.
Identify letter and number key	s on the keyboard.
Use the space bar, Caps Lock	, Enter, backspace, and CTRL ALT Delete keys appropriately.
Assessment	
Resources	
paper keyboards	
Paint	
Word	
Dance mat Typing	
Type to Learn	