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 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

Resources

paper keyboards

Paint

Word

Dance mat Typing

Type to Learn