

4 Tech 2020 - Keyboarding

Content Area: **Technology**
Course(s): **Technology Education 2, Technology Education 3**
Time Period: **Marking Period 1**
Length: **11 days**
Status: **Published**

Established Goals/Standards

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

CS.3-5.8.1.5.DA.1 Collect, organize, and display data in order to highlight relationships or support a claim.

Essential Questions

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

- How can I learn to use the keyboard to type efficiently?
- 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
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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

- demonstrate familiartiy with keyboarding skills
- practice using the touch-typing technique
- select, move and delete text
- indent pragraphs

- type and format a paragraph
- center and justify text
- practice proper computer and Tech Lab etiquette
- identify and demonstrate the proper use of the monitor, keyboard, mouse, printer, and touch interfaces (e.g. iPad)
- Demonstrate ability to make corrections indicated by computer generated proofreaders' marks.(ie: spell check,) save to the network drive
- use letter keys, space bar, shift key, number keys, enter, delete,, backspace, caps lock, tab, control, alt, and escape
- identify, locate, and begin using the touch-typing technique
- identify and use punctuation keys
- create and use graphic organizers to construct or design a document

Modifications and Accommodations

Accommodations and Modifications according to student IEP, 504, I&RS goals, and/or gifted status

Resources

Google Docs

Typetastic