3 Tech 2020 - Keyboarding

Content Area: **Technology**
Course(s):   **Technology Education K, 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.

TECH.8.1.5.A.1	Select and use the appropriate digital tools and resources to accomplish a variety of tasks including solving problems.
TECH.8.1.5.A.CS1	Understand and use technology systems
TECH.8.1.5.A.CS2	Select and use applications effectively and productively.

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

- 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.

follow proper start up, log-on, and reboot procedures

practice proper computer and Tech Lab ettiqette

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,)

demonstrate a relationship among core technology elements (e.g. operating system, web browser)

recognize and use computer icons on the desktop to navigate files and programs

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

access specific teacher-directed files and websites stored in grade-level folders

Assessment
Timed typing tests

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

Resources
FactMonster

Google Docs

Dance mat Typing

Typetastic