

# 5 Tech - 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

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

TECH.8.1.5.A.2	Format a document using a word processing application to enhance text and include graphics, symbols and/or pictures.
TECH.8.1.5.A.CS2	Select and use applications effectively and productively.
TECH.8.1.5.B.CS1	Apply existing knowledge to generate new ideas, products, or processes.

## Essential Questions

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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

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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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- demonstrate fluency with keyboarding skills

- expand touch-typing technique
- select, move and delete text
- indent paragraphs
- type and format a paragraph
- center and justify text
- convert information from a graphic organizer into an outline
- 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

## **Resources**

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Ebsco

iPads

Microsoft Office Prodcuts

Google Docs

Dance mat Typing

Type to Learn