

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

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

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 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

Ebsco

iPads

Microsoft Office Prodcuts

Google Docs

Dance mat Typing

Type to Learn