

Unit 3 Pacing Guide-The Keyboard and Keying

Content Area: **Technology**
Course(s): **Computers 6**
Time Period: **SeptOct**
Length: **11 Sessions**
Status: **Published**

Unit Pacing Guides



Belleville Public Schools Unit Pacing Guide

Content Area: Technology
Course(s): Computer Applications 6
Time Period: Quarter

Division of Units / Topics: The Keyboard and Keying

Unit Plan 3-The Keyboard & Keying	
-----------------------------------	--

Unit durations listed are approximate and pace of instruction may vary depending on the students and length of cycle class. Units must be integrated and run concurrently, rather than consecutively.

Unit 3- The Keyboard and Keying (approximately 11 sessions) This unit prepares students for typed assignments in other classes. Accurate, fast typing skills give students the ability to easily produce high-quality documents. Such skills will develop as students memorize keys and finger strokes to be able to type without looking down to search the keyboard for every key. Students will use software specifically designed to teach correct typing skills. This unit prepares students to produce documents in Word. The students will learn formatting procedures and basic skills taught in Word will include, but are not limited to the following: creating, saving, and opening documents to/from various locations; line spacing;. Students will create short projects that focus on giving the students experience with performing the previous mentioned tasks.