

# Keyboarding

Content Area: **Technology**  
Course(s): **Intro to Keyboarding**  
Time Period: **Generic Time Period**  
Length: **On Going**  
Status: **Published**

## Unit Overview

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The goal of this unit is to model effective, accurate and proper techniques to others, how to input text and data, using touch keyboarding while completing a specific task in a specific core curriculum content. In this keyboarding unit, students will practice and enhance their typing skills through the use of the on line keyboarding resources and a keyboarding software program. The goal of this course is for students to increase their typing speed to 15-30 WPM with an accuracy of 85% by the end of MP 2.

## Transfer

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Students will be able to independently use their learning to...

1. Utilize the Touch Typing Technique
2. perform peer assessments with regard to posture, hand positioning, and looking at the monitor instead of the keys
3. Perform weekly one minuter typing tests
4. Using Google Sheets to keep track of their typing progress
5. utilize computer navigational skills such as scrolling and basic pointer skills and mouse selecting, highlighting, drop down menus, etc.
6. using keyboarding short cuts (ctrl+x, ctrl+c, ctrl+v)
7. Independently editing documents

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For more information, read the following article by Grant Wiggins.

[http://www.authenticeducation.org/ae\\_bigideas/article.lasso?artid=60](http://www.authenticeducation.org/ae_bigideas/article.lasso?artid=60)

## Meaning

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## **Understandings**

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Students will understand that...

- fingers need to be placed on the home row.
- proper keyboard posture is necessary.
- how to touch type correctly.
- eyes should be looking at the screen or the copy, and not on the key board.

## **Essential Questions**

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Students will keep considering...

- What technology skills are necessary to be successful in school, work, and personal life?
- Which fingers belong on which keys?
- What happens when you don't use the correct finger to reach the correct key from the home row?
- What is the correct posture and technique for Touch Typing?
- How does bad posture affect your keyboarding skills?
- What can improve our WPM (Words per Minute)?

## **Application of Knowledge and Skill**

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### **Students will know...**

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Students will...

- understand that the keyboard is a data input device.
- recognize that letters typed on the keyboard are lower case unless the Shift Key is used.
- identify the location and function of the following keys: Enter, Escape, Space bar, Shift, Arrows, and Backspace.

- identify the location and function of the Tab Key.
- identify and properly use the mouse.

## **Students will be skilled at...**

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Students will be skilled at...

- using both hands simultaneously on the keyboard.
- using the correct technique for key striking and keying by touch.
- using correct hand-finger, home row, and pairing of fingers.
- identify keys on the right and left side of the keyboard.
- using the correct posture
- using home row and type without looking at hands.

## **Academic Vocabulary**

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Word Processing

Keyboard

home row

positions

keys

posture

technique

Touch Typing

accuracy

WPM (words per minute)

Shift

Enter

thumb

index finger

middle finger

pinky finger

ring finger

double click

mouse

essential

semi-colon

Internet

software

interactive

digital tools

application

multimedia

computer

monitor

printer

blog

write

## **Learning Goal 1**

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Students will demonstrate proper computer lab behavior as well as proper typing position. They will also be able to describe the key parts of the computer.

### Proficiency Scale Keyboarding Learning Goal 1

LA.W.5.6

With some guidance and support from adults and peers, use technology, including the Internet, to produce and publish writing as well as to interact and collaborate with others; demonstrate sufficient command of keyboarding skills to type a minimum of two pages in a single sitting.

TECH.8.1.5	Educational Technology: All students will use digital tools to access, manage, evaluate, and synthesize information in order to solve problems individually and collaborate and to create and communicate knowledge.
TECH.8.1.5.A.1	Select and use the appropriate digital tools and resources to accomplish a variety of tasks including solving problems.

### **Target 1**

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Students will know how to properly enter and exit the computer lab, by logging onto the computer, and cleaning up before they leave.

Students will demonstrate proper keyboarding position with fingers on the home row.

### **Target 2**

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Students will be able to differentiate between useful and not useful Internet sources. They should also be able to identify school appropriate websites.

### **Learning Goal 2**

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Students will show proper typing technique and increase their typing ability to 30 WPM with 85% accuracy.

### [Proficiency Scale Keyboarding Learning Goal 2](#)

LA.W.5.6	With some guidance and support from adults and peers, use technology, including the Internet, to produce and publish writing as well as to interact and collaborate with others; demonstrate sufficient command of keyboarding skills to type a minimum of two pages in a single sitting.
TECH.8.1.5	Educational Technology: All students will use digital tools to access, manage, evaluate, and synthesize information in order to solve problems individually and collaborate and to create and communicate knowledge.
TECH.8.1.5.A.1	Select and use the appropriate digital tools and resources to accomplish a variety of tasks including solving problems.

### **Target 1**

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Students will use a web based computer program to increase their typing ability. They should recognize they

home row keys as well as other essential keys.

## **Summative Assessment**

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PreTest

Log Sheet

Unit Post Tests

## **21st Century Life and Careers**

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CRP.K-12.CRP1	Act as a responsible and contributing citizen and employee.
CRP.K-12.CRP2	Apply appropriate academic and technical skills.
CRP.K-12.CRP6	Demonstrate creativity and innovation.
CRP.K-12.CRP11	Use technology to enhance productivity.
CAEP.9.2.8.B.7	Evaluate the impact of online activities and social media on employer decisions.
TECH.8.1.5	Educational Technology: All students will use digital tools to access, manage, evaluate, and synthesize information in order to solve problems individually and collaborate and to create and communicate knowledge.

## **Formative Assessment and Performance Opportunities**

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### **Differentiation/Enrichment**

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- Typing Agent has a built in adaptive curriculum according to the level of each student.
- IEP/504 Modifications
- Self and peer reflection and collaboration
- Small Group Instruction
- Independent review of Video Instruction
- Review and Practice

## **Unit Resources**

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Chromebooks

Internet

Google Classroom and Google Docs

Teacher Handouts

Typing Agent

NitroType

- Google Classroom
- Google Docs
- How Stuff Works
- Internet
- Microsoft Office
- Quia Games
- Teacher Handouts
- Typing Agent