6th Grade Keyboarding

Content Area: **Generic Content Area**
Course(s):   **Generic Course, Keyboarding Applications, Intro to Computer Applications**
Time Period: **Generic Time Period**
Length: **30 Days**
Status: **Published**

Unit Overview

This main focus of this course will be the Touch Typing Technique, so that students are more competitive and ready for 21st Century jobs. Students' typing progress will be observed and assessed on a regular basis. General navigation and computer vocabulary will also be stressed throughout the 30 days of instruction. In addition, students will be given opportunities to edit and format documents, learn about plagiarism, and to learn the importance of taking breaks from the computer in order to stay healthy,

Transfer

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 minute 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, ctrl+alt+del, ctrl+z)
7. Independently edit documents

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

http://www.authenticeducation.org/ae_bigideas/article.lasso?artid=60

Meaning

Understandings

Students will understand:

1. how to navigate the desktop.
2. how to reach for the appropriate letter and memorizing the home row keys.
3. the importance of using the home row keys and how it applies to 21st century jobs.
4. how to navigate through various applications, including Google Classroom.
5. how to save and retrieve documents from the network and electronically through Google Drive.
6. general technology vocabulary and identifying the parts of the computer.
7. the importance of taking breaks from the computer in order to take care of their health.

Essential Questions

Students will keep considering...

1. Why is it important to memorize the location of the keys using the Touch Typing technique and how will it prepare you for 21st Century jobs?
2. What are the advantages to using computer short cuts?
3. Why is it important to first work on typing accuracy and then speed?
4. How can you transfer this Touch Typing Technique into your core classes?
5. Why is it important to take breaks from the computer?
6. What program is most widely used in school, and the workplace for writing reports?
7. What is the advantage of using Microsoft Word instead of Google Docs?
8. What are the advantages of using Google Docs instead of Word?
9. Why should you never use the Caps Lock option on the keyboard?

Application of Knowledge and Skill

Students will know...

Students will know...

1. basic technology vocabulary and technology concepts (ie. controlling the mouse, saving files correctly, navigating menus etc.).
2. how to recall the names of the computer parts and how we use a networked environment to share resources.
3. the difference between saving files to the network versus "saving" to their Google Drive and navigating through Google Classroom.

4. why they need to hone the Touch Typing Technique, working on accuracy first and then speed.
5. how typing using the home row can translate into working faster and as a result, being more competitive in the job market.

Students will be skilled at...

1. Using proper posture as they feel for keys during keyboarding practice.
2. Using the shift key and never the caps lock.
3. Navigating well in the current operating system, saving to the network, and in Google Apps.
4. Using the tab key to indent text.
5. Using the computer short cuts (copy, cut, and paste options) and using a word processor to edit a response.
6. formatting a document and saving it to the appropriate place.
7. importing a photo into Microsoft Word and controlling the picture.

Academic Vocabulary

Technique
The form and keying style that a typist uses while operating the Keyboard

Touch-method
To key by touch rather than by the hunt-and-peck method

Posture
The way the typist sits; the way the typist's arms, wrists, fingers, legs and feet are placed

Work area
Arrangement of the keyboard, copy, mouse, and other materials on the desk

Alphabetic keys
Letter keys on the keyboard

Enter/return
Used to move the cursor down a line

GWAM (Gross Words a Minute)
The number of keystrokes a typist can make in a timed period; can calculate by dividing the total number of standard words keyed by the number of minutes that the typist was timed.

QWERTY keyboard
The most commonly used keyboard arrangement.

Space bar
Used to insert spaces between characters

Standard keyboarding word
Five characters or any combination of five characters and spaces.

Emoticons
Sequence of ordinary characters found on the computer keyboard and used as a form of communication on the Internet used in e-mail, chats, and other forms of communication using computers

Asterisk
* symbol used for footnote references in keyboarded documents

Percent
% symbol used in reporting statistical data

Ampersand
& symbol means "and"

!
Exclamation

@
At

#
Number/Pound

$
Dollar

%
Percent

^
Caret

&
Ampersand

*
Asterisk

(
Left Parenthesis

)
Right Parenthesis

>
Greater Than

<
Less than

+
Plus

=
Equals

'
Apostrophe

"
Opening Quotation

"
Closing Quotation

-
Hyphen

—
Dash

/
Slash

Numeric keypad
Keys at the right side of the keyboard used to enter numeric copy and perform calculations.

Num Lock Key
Press to activate the numeric keypad

CPU
Where most calculations are done. It is the brain of the computer.

RAM

The memory can be accessed in the computer

ROM
A chip that can't be removed, and holds onto content when the computer is off.

Graphics Processing Unit
It possess images and such for the display function. It is in the motherboard on a chip.

Power Supply
Turns AC(alternating current) power into DC(direct current) power. They usually use modern switches to turn them on.

Motherboard
A circuit board that contains the principal substances of a computer. It can be connected to other circuit boards with different slots.

Optical drive
A drive that allows for disks to be read. You can edit, retrieve, or delete content. Ex: CD's

Hard drive
A storage device with high-capacity and controls the reading, writing and positioning of the data storage.

Battery
A container consisting of one or more cells, in which chemical energy is converted into electricity and used as a source of power.

LCD cable
This cable transfers data signal from the motherboard and video card to the LCD screen.

Processor
It is mainly responsible for processing instructions of a computer program and carrying out computer operations.

Speakers
A device that converts analog audio signals into the equivalent air vibrations in order to make audible sound.

Trackpad
It is an alternative to the mouse on a computer display screen.

Keyboard
A typewriter-style device which uses an arrangement of buttons or keys to act as a mechanical lever or electronic switch.

SSD
Solid state drives are faster than hard disks because there is zero latency (no read/write head to move).

Charging port
It connects a phone to a power source to recharge the battery.

HDMI/USB/Audio in/Audio out
A proprietary audio/video interface for transmitting uncompressed video data and compressed or uncompressed digital audio data.

WiFi Card
Device that adds wireless connectivity to a laptop.

line spacing
a space between the words

font
change the style text

bold
make the text darker

italic
slant the text

underline
place a line under text

font size
make the text lager or smaller

tab
moves the text to the 1/2 inch to the right

triple-click
do this to select an entire sentence/paragraph

portrait layout
print vertical

landscape layout
horizontal print

file name
to name your document

zoom
make the page larger, smaller

double-click
do this to select a single word

Print
put on paper what is on the screen

Undo
a command to cancel the last command or action

Redo
a command to repeat the last command or action

Font
A specific design for a collection of letters, numbers, and symbols

Font size
Controls the size of the selected text is in the document

Bold
Makes the text thicker and darker

Italic
Makes the text lean to the right

Underline
Creates a line underneath the text

Text color
Changes the color of the text

Insert link
Adds a website link to the selected text

Align left
the alignment of text along the left margin, leaving a jagged right margin

Center align
when text is centered between the left and right margins, commonly used when creating invitations, announcements, and title pages

Align right
the alignment of text along the right margin, leaving a jagged left margin

Justify
the alignment of text along the left and right margin, leaving no jagged edges

Line spacing
the spacing between lines of text within a document

Numbered list
a word processing feature used to arrange items in a list with each item beginning with a number

Bulleted list
a word processing feature used to arrange items in a list with each item beginning with a bullet

Alignment
the way multiple lines of text line up along the left, right, or both margins. Align left, Center, Align right, justified.

Margins
the blank areas around the sides of a page

Target 3

SWBAT: Exhibit leadership for digital citizenship.

| TECH.8.1.8.D.5 | Understand appropriate uses for social media and the negative consequences of misuse. |
| TECH.8.1.8.D.CS3 | Exhibit leadership for digital citizenship. |

Learning Goal 2: Keyboarding

Students will show proper typing technique and increase their typing ability to 35 WPM with 85% accuracy.

TECH.8.1.8.A.2	Create a document (e.g., newsletter, reports, personalized learning plan, business letters or flyers) using one or more digital applications to be critiqued by professionals for usability.
TECH.8.1.8.A.CS1	Understand and use technology systems.
TECH.8.2.8	Technology Education, Engineering, Design, and Computational Thinking - Programming: All students will develop an understanding of the nature and impact of technology, engineering, technological design, computational thinking and the designed world as they relate to the individual, global society, and the environment.

Target 1

SWBAT:

use the correct posture and Touch Typing Technique (typing without looking at the keys) and hover their fingers over the home row the entire time.

TECH.8.1.8.A.CS1	Understand and use technology systems.

Target 2

SWBAT:

use the proper keyboarding reach and look at the computer screen or copy paper instead of the keys.

TECH.8.1.8.A.CS1   Understand and use technology systems.

Target 1

SWBAT:

Highlight text and demonstrate the ability to use basic formatting features (e.g.text alignment, font, size, bold, italics, underline, bulleting, numbering, and using the tab key to indent.)

TECH.8.1.8.A.CS1   Understand and use technology systems.

TECH.8.1.8.A.CS2   Select and use applications effectively and productively.

Target 2

SWBAT:

insert header and footer; change the font style, change the color, use the text alignment options, change margins, use the grammar and spell check tool, insert and manipulate clip art, and chose a printer and print the document.

TECH.8.1.8.A	Technology Operations and Concepts: Students demonstrate a sound understanding of technology concepts, systems and operations.
TECH.8.1.8.A.CS2	Select and use applications effectively and productively.

Summative Assessment

- Frequent Typing Tests
- Pretest

21st Century Life and Careers

Select all applicable standards from the applicable standards

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.CRP8	Utilize critical thinking to make sense of problems and persevere in solving them.
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.

Formative Assessment and Performance Opportunities

Differentiation/Enrichment

- IEP/504 Modifications
- Review and Practice
- Self and Peer Reflection and Collaboration

Unit Resources

[30 Day Map](#)

- Computer Lab Workstations
- Google Classroom
- Google Drive
- Microsoft Office
- Quia Games
- Typing Agent
- Typing Club
- Typing Web