

Unit 3: Keyboarding/Spreadsheets

Content Area: **Generic Content Area**
Course(s): **Generic Course**
Time Period: **1 marking period**
Length: **MP 3**
Status: **Published**

Unit Overview

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 4.

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 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
8. Use Microsoft Excel to enter data, create a chart, and analyze data.

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 that...

- technology is constantly changing and requires continuous learning of new skills.
- selection of technology should be based on the desired end products.
- a tool is only as good as the person using it.
- accuracy and speed when I type will help me to be more efficient by allowing me to do more in a short amount of time.

Essential Questions

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)?
- Why do I need to know how to type?
- What are the basic computer operations that help me use technology more efficiently?
- How does computer technology impact our everyday life?
- How can typing my work help me be more efficient?
- What applications allow you to input and analyze data?

Application of Knowledge and Skill

Students will know...

Students will...

- understand and be able to explain the importance of keyboarding.
- know technology and digital tools require knowledge and appropriate use of operations and related applications.
- will be able to determine the benefits of a wide range of digital tool by using them to solve problems.
- have acquired all keyboarding techniques and skills to type efficiently.

Students will be skilled at...

Students will be skilled at...

- demonstrating effective input of text and data using an input device.
- create a document using a spreadsheet software.
- using a spreadsheet to simplify and present data.

Academic Vocabulary

Keyboarding Vocabulary

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

select

drag

write

complete

create

enter

plot

Excel Vocabulary

Microsoft Excel

Spreadsheet

worksheet

ribbons

cell

column

row

cell address

active cell

auto sum

entry/formula bar

sheet tabs

sort

workbook

Learning Goal 1

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.

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 (Week 1)

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 (Week 2)

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

Students will show proper typing technique and increase their typing ability to 25 WPM with 80% accuracy.

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|----------------|---|
| 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

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.

Learning Goal 3

Students will create and format spreadsheets, using word spreadsheet software such as Microsoft Excel and Google Sheets.

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| 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. |
| TECH.8.1.5.A.3 | Use a graphic organizer to organize information about problem or issue. |

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| TECH.8.1.5.A.4 | Graph data using a spreadsheet, analyze and produce a report that explains the analysis of the data. |
| TECH.8.1.5.A.5 | Create and use a database to answer basic questions. |
| TECH.8.1.5.A.CS2 | Select and use applications effectively and productively. |
| TECH.8.1.5.C.CS1 | Interact, collaborate, and publish with peers, experts, or others by employing a variety of digital environments and media |
| TECH.8.1.5.C.CS2 | Communicate information and ideas to multiple audiences using a variety of media and formats. |

Target 1

Students will input data into a Spreadsheet that was formatted by the teacher.

Target 2

Students will create a table/graph using data they have entered into the spreadsheet.

Target 3

Students will create a final project using a spreadsheet software. The teacher will set up a template for them to fill in.

Summative Assessment

PreTest

Log Sheet

Unit Post Tests

Observations

Teacher Created Tasks

Final Projects

21st Century Life and Careers

| | |
|----------------|--|
| 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

Program Reports

Student Participation

Lab and Classroom Practice

Differentiation/Enrichment

- IEP/504 Modifications
- Self and peer reflection and collaboration
- Small Group Instruction
- Independent review of Video Instruction
- Review and Practice

Unit Resources

Computer Lab Workstations

Internet

Google Classroom and Google Docs

Microsoft Office

Teacher Handouts

Typing Web

Typing Club

Quia Games

How Stuff Works

Wacky Web Tales

- Computer Lab Workstation
- Google Classroom
- Google Docs
- How Stuff Works
- Internet
- Microsoft Office
- Quia Games
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- Typing Club
- Typing Web
- Wacky Web Tales