

# Unit 2: Keyboarding/Word Processing

Content Area: **Generic Content Area**  
Course(s): **Generic Course**  
Time Period: **1 marking period**  
Length: **MP 2**  
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...

- 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**

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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)?
- 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?

## **Application of Knowledge and Skill**

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**Students will know...**

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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...**

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Students will be skilled at...

- demonstrating effective input of text and data using an input device.
- create a document using word processing.
- use a handwritten final draft to practice word processing.

### **Academic Vocabulary**

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#### 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

Word Vocabulary

ribbon

font

highlight

tab

word count

margins

copy/paste vs. cut/paste

click and drag

## **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.

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)**

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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 (Week 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 25 WPM with 80% accuracy.

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 their home row keys as well as other essential keys.

## **Learning Goal 3**

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Students will create and format documents, using word processing software such as Microsoft Word and Google Docs.

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.2	Format a document using a word processing application to enhance text and include graphics, symbols and/or pictures.
TECH.8.1.5.A.3	Use a graphic organizer to organize information about problem or issue.
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**

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Students will edit a document using the correct formatting tools.

## **Target 2**

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Students will upload their Word document to Google Drive and share it with the teacher.

## **Target 3**

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Students will be assigned anonymous pen pals who they will correspond with through out the marking period, through letter writing.

## **Summative Assessment**

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PreTest

Log Sheet

Unit Post Tests

Observations

Teacher Created Tasks

Final Projects

## **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.CRP2.1

Career-ready individuals readily access and use the knowledge and skills acquired through experience and education to be more productive. They make connections between abstract concepts with real-world applications, and they make correct insights about when it is appropriate to apply the use of an academic skill in a workplace situation.

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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Program Reports

Student Participation

Lab and Classroom Practice

## **Differentiation/Enrichment**

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- 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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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
- Teacher Handouts
- Typing Club
- Typing Web
- Wacky Web Tales