

# KEYBOARDING SCOPE AND SEQUENCE

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## Key for Assessment:

I = Introduce    D = Developing    M = Mastered

### Kindergarten through Second Grade

#### Student(s) will be able to:

Use the mouse effectively	I, D, M
Identify the main parts of the computer (keyboard, screen, etc)	I, D, M
Sit properly at the computer workstation	I, D, M
Explain proper care of a computer	I, D, M
Insert software (disks and CD's) properly	I, D, M
Start software packages already installed on the computer	I, D, M
Identify an Internet address	I, D, M
Explain Internet safety	I, D, M
Type an Internet address	I, D, M
Act appropriately in the computer lab	I, D, M
Demonstrate the ability to key a simple sentence	I, D, M
Print to two different printers in the lab	I, D, M

### Third and Fourth Grade

#### Student(s) will be able to:

Sit straight in chair	I, D, M
Keep feet flat on the floor	I, D, M
Have body one outstretched hand width from keyboard	I, D, M
Have wrists in straight position	I, D, M
Identify the homerow	I, D, M
Place hands on the homerow	I, D, M
Locate new key on the keyboard	I, D, M
Make correct reach to new key	I, D, M
Type the new key in simple words	I, D, M
Use correct fingering for alphabet keys	I, D, M
Begin using word processing software features	I, D, M
Use some of the toolbar functions	I, D, M
Use quick gentle stroke for keys	I, D, M
Keep eyes on the copy	I, D, M
Key in simple paragraphs	I, D, M
Save documents to hard drive or disk	I, D, M
Use punctuation keys	I, D, M
Compose at the keyboard	I, D, M
Act appropriately in the computer lab	I, D, M
Explain Internet safety	I, D, M
Explain proper care of a computer	I, D, M
Insert software (disks, CD's) properly	I, D, M

Start software packages already installed on the computer	I, D, M
Use the mouse effectively (point, click, and drag)	I, D, M
Type (WAM) faster than their current handwriting speed	I, D, M
Print to all three printers in the lab	I, D, M

### **Fifth and Sixth Grade**

#### **Student(s) will be able to:**

Organize workstation area	I, D, M
Sit straight in chair	I, D, M
Keep feet flat on the floor	I, D, M
Have body one outstretched hand width from keyboard	I, D, M
Have wrists in straight position	I, D, M
Place hands on the homerow	I, D, M
Use correct touch typing techniques for alphabet keys	I, D, M
Use correct touch typing techniques for numeric keys	I, D, M
Use correct touch typing techniques for punctuation keys	I, D, M
Use word processing software effectively	I, D, M
Use quick gentle stroke for keys	I, D, M
Develop rhythm and control in keying process	I, D, M
Identify and use proofreaders' marks	I, D, M
Keep eyes on the copy	I, D, M
Save documents to hard drive or disk	I, D, M
Compose at the keyboard	I, D, M
Act appropriately in the computer lab	I, D, M
Insert software (disks, CD's) properly	I, D, M
Start software packages already installed on the computer	I, D, M
Use the mouse effectively (point, click, and drag)	I, D, M
Print to all three printers in the lab	I, D, M
Type a business letter	I, D, M
Develop a small multimedia presentation	I, D, M
Incorporate computer skills with other subject areas	I, D, M
Transfer information from an Alpha Smart to a workstation	I, D, M
Do some simple troubleshooting	I, D, M
Increase keying speed	I, D, M
Decrease keying errors	I, D, M
Communicate by using e-mail	I, D, M
Use the Internet for research	I, D, M
Produce a simple desktop publishing document	I, D, M