

# KEYBOARDING SCOPE AND SEQUENCE

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I = Introduce    D = Developed    M = Mastered

## **Applying Technology:**

At the end of third, students will:

Demonstrate familiarity with the keyboard when using software.	I	D	M
Locate the enter key.	I	D	M
Locate the escape key.	I	D	M

## **Applying Computer Technique:**

At the end of third grade, students will:

Use proper hand on general areas of each side of keyboard.	I	D	M
Demonstrate proper posture.	I	D	M
Identify the home row keys.	I	D	
Identify the letters on the keyboard.	I	D	

## **Applying Technology**

At the end of sixth grade, students will:

Demonstrate proper finger placement on alphabetic and punctuation keys.	I	D	M
Use correct finger position on 10 - key number pad.	I	D	
Demonstrate familiarity with top row symbol and number reaches.	I	D	
Create capital letters using the shift keys.	I	D	M
Demonstrate correct fingering for the shift keys.	I	D	M
Develop correct keyboarding technique to increase average words per minute.	I	D	M
Develop correct keyboarding technique to increase accuracy rate.	I	D	M
Use touch keying skills for copying simple material.	I	D	M
Use keyboarding skills for composing responses and simple sentences	I	D	M
Use the keyboard for a communication tool.	I	D	
Explain the importance of touch keying.	I	D	M