

I=Introduce, D=Developing, M=Mastery

Columbus Public Schools Keyboarding Scope and Sequence January 2003

<u>Objectives</u>	<u>K</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
Position and Posture						
Place keyboard square at the edge of the table	I	D	D	M		
Center chair in front of keyboard and sit 6-8" from the keyboard		I	D	M		
Place feet flat on the floor			I	D	D	M
Place hands slightly off frame of keyboard with wrists flat			I	D	D	M
Keep fingers slightly curved			I	D	D	M
Relax shoulders				I	D	M
Keep elbows close to sides				I	D	M
Keep back comfortably straight				I	D	M
Locate the letter keys						
Demonstrate appropriate finger positions on all alpha keys					I	D
Touch keying skills for copying simple material (i.e., eyes on copy)					I	D

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Use Correct Fingering						
Demonstrate correct hand placement on the keyboard by maintaining home row position			I	D	D	M
Demonstrate correct fingering for the Enter/Return Key	I	D	D	M		
Use right thumb on the Space bar		I	D	M		
Use correct fingers on the right keys to type name		I	D	M		
Correct fingering for the Delete and Backspace Key			I	D	D	D
Use correct fingering for Shift Key			I	D	D	M
Use correct fingering to Tab				I	D	D
Strike each key with sharp strokes					I	D
Demonstrate appropriate finger positions on all alphabetic keys					I	D
Special Key Recognition						
Identify, explain and/or demonstrate appropriate use of the special keys...						
return/enter	I	D	D	M		
shift	I	D	D	D	D	M
tab			I	D	D	D
arrow		I	D	D	D	M
space bar		I	D	M		
delete/clear			I	D	D	M
command/Apple key				I	D	M

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Basic Operations						
Use proper computer start-up and termination procedures	I	D	D	M		
Identify the Hardware Components (CPU, drives, keyboard, mouse, monitor, printer)	I	D	D	M		
Demonstrate appropriate use of the mouse	I	D	M			
Insert, run and eject CDs	I	D	M			
Open and close a program	I	D	M			
Locate and use drop down menus			I	D	D	M
Identify and use components of operating system and applications (i.e. icons, scroll bar, cursor, folders, files, windows)			I	D	D	M
Save files to designated source and retrieve same files			I	D	D	M
Organize materials and workstation					I	D
Locate and use tool bars						I
Writing						
Demonstrate knowledge of proofreader's marks					I	D
Demonstrate ability to proofread and edit					I	D
Compose simple information using keyboard (1-2 word responses and phrase responses)					I	D
Create simple paragraphs and stories					I	D