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
Fifth and Sixth Grade

Student(s) will be able to:

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