KEYBOARDING SCOPE AND SEQUENCE
Kara Svoboda, Hemingford High School

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