

Keyboarding 9 Week Course: Grades 5, 6

Adopted 2006

Basic Knowledge

1.1 Define terminology

1. Prepare a list of terms with definitions [1.1.1](#)
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1.2 Explain the correct keyboarding techniques

1. Demonstrate the proper techniques necessary for operation of the keyboard [1.2.1](#)
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1.3 Explain proper care of keyboarding equipment

1. Recall proper care of keyboarding equipment [1.3.1](#)
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1.4 Identify computer equipment parts

1. Recall computer equipment parts [1.4.1](#)
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1.5 Explain functions of computer equipment parts

1. Demonstrate knowledge of functions of computer equipment parts [1.5.1](#)
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1.6 Identify home row keys and correct finger placement

1. Demonstrate correct finger placement on home row keys [1.6.1](#)
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1.7 Identify alphanumeric keys/symbols, using the touch method

1. Demonstrate touch method to alphanumeric keys/symbols [1.7.1](#)
 2. Discuss key words, phrases, sentences, and paragraphs [1.7.2](#)
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1.8 Explain basic service keys and their correct usage

1. Demonstrate knowledge of basic service keys and their correct usage [1.8.1](#)
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1.9 Explain correct spacing following punctuation marks

1. Demonstrate knowledge of spacing rules, and apply to task [1.9.1](#)