

# Keyboarding Scope and Sequence

## 6<sup>th</sup> grade

### **Applying Technology:**

#### **At end of 7 weeks students will:**

Locate Ctrl Alt and Delete keys to display login screen  
Enter their user name and password to be able to access the computer  
Locate enter key  
Locate escape key  
Locate tab key

### **Applying Computer Technique:**

#### **At end of 7 weeks students will:**

Demonstrate proper posture  
Identify home row keys  
Use proper finger placement for home row keys  
Use right thumb for spacebar  
Identify the letters on keyboard by using keyboarding software

### **Applying Technology:**

#### **At end of 7 weeks students will:**

Demonstrate use of proper finger placement on alphabetic and punctuation keys  
Demonstrate familiarity with top row symbol and number keys  
Create capital letters using shift keys  
Demonstrate correct fingering for the shift keys  
Develop correct keyboarding techniques to increase average words per minute  
Develop correct keyboarding techniques to increase accuracy rate  
Use touch-keying skills for copying simple material  
Use keyboarding skills for composing simple sentences  
Use the keyboard for communication tool  
Explain the importance of touch keying