

**KEYBOARDING**  
**KEYBOARDING/WORD PROCESSING APPLICATIONS**

**SCOPE AND SEQUENCE: Semester One**

- Demonstrate which fingers control each key on the keyboard.
- Use home key anchors to assist in developing location security.
- Develop and practice correct keyboarding techniques.
- Use proper spacing after common marks of punctuation.
- Compose single word responses at the keyboard.
- Develop typing speed with accuracy.
- Demonstrate which fingers control the number and symbol keys.
- Refine and improve keyboarding techniques.
- Demonstrate proficiency on the numeric keypad.
- Use proper spacing before and after special symbols.
- Compose multiple words/short phrases at the keyboard.
- Apply capitalization rules.
- Demonstrate keyboarding speed and accuracy.
- Demonstrate correct use of word processing features.
- Demonstrate basic formatting skills on a variety of reports, correspondence (letters), and envelopes from a variety of copy—arranged, unarranged, rough draft, and handwritten.
- Demonstrate an understanding of proofreaders' symbols by editing copy marked for revision.
- Compose phrases and sentences at the keyboard.

**KEYBOARDING/WORD PROCESSING APPLICATIONS**

**SCOPE AND SEQUENCE: SEMESTER TWO**

- Demonstrate correct use of word processing features.
- Demonstrate basic formatting skills on a variety of tables, reports with special features, and multipage reports—arranged, unarranged, rough draft, and handwritten.
- Compose sentences and short paragraphs at the keyboard.
- Demonstrate basic design and formatting skills on a variety of reports including flyers, invitations, stationery, certificates, and newsletters (desktop publishing).
- Compose short reports at the keyboard.
- Demonstrate knowledge of basic parts of a spreadsheet and manipulate the data.
- Demonstrate the ability to use spreadsheets to ask “what if” questions
- Compose letters and short stories at the keyboard.
- Demonstrate the ability to create, navigate, and sort databases.
- Demonstrate the ability to create charts and tables and incorporate them into other applications.
- Build speed and accuracy.