

6th Grade Keyboarding

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Length: Quarter (9 weeks)

Course Description:

This is an introduction to keyboarding class that is required for all students in the 6th grade. The students will demonstrate mastery of touch keyboarding using correct keying techniques including correct posture and finger placement. The student will improve speed and accuracy in keyboarding by using appropriate drills and timed writings. Emphasis of the class is placed on letters, numbers, symbols, numeric keypad, and basic word processing applications utilizing Microsoft Word.

Unit: File Management

Time Frame: 1 Week/Continuous

Scope and Sequence of Instructional Topics	Concepts/Objectives
File Management	<ul style="list-style-type: none">• Describe the difference between working and saving information to a network file server compared to working with a local PC• Save files to a network• Create, name, and rename various file folders to organize data in• Save to correct file folders• Move and retrieve files from folders• Delete files and folders

Unit: Touch Keyboarding

Time Frame: 7 Weeks

Scope and Sequence of Instructional Topics	Concepts/Objectives
Touch Keyboarding	<ul style="list-style-type: none">• Demonstrate the use of proper keyboarding techniques using touch keyboarding• Learn the alphabet keys on a standard QWERTY keyboard• Learn the alphanumeric keyboard, including top-row numbers and symbols• Learn the ten-key pad• Increase proficiency and accuracy by completing lessons using keyboarding software, timed writings, and teacher generated assignments• Improve proofreading strategies and accuracy

Scope and Sequence of Instructional Topics	Concepts/Objectives
Create and edit a document in Microsoft Word	<ul style="list-style-type: none">• Start and quit Word• Describe the Word window• Enter text in a document• Functions that the student will master include:• Open, save, close, print, print preview• Changing margins, line spacing, font style, size, color, bold, underline, italics• Bullets and numbering, fill color and shading, line color• Insert and manipulate clip art in Word and on-line• Insert a page border, paragraph border, and apply shading• Insert graphics and format graphics• Apply backgrounds