

Keyboarding Techniques:

Goal: To apply the proper keyboarding technique to input data when using the computer.

Media Type: Microsoft® PowerPoint® Presentation

Duration: 58 slides

Description: In order to become proficient and competitive in modern business, a basic understanding of keyboarding techniques and skill sets must be mastered. When basic keyboarding skill sets are mastered, keyboarding accuracy and speed will improve user productivity.

Objectives:



1. To demonstrate correct posture and position while conducting data entry.
2. To apply the correct touch-system techniques for operating alphabetic keys.
3. To demonstrate the correct touch-system techniques for operating numeric and symbol keys.
4. To use the correct touch-system techniques for operating the ten-key numeric pad.
5. To correctly use the command and function keys.

Horizontal Alignment

Core-Subject Area	Foundation Concept	Basic Understanding
Language Arts	<i>Application of Writing Skills</i>	<ul style="list-style-type: none"> • Editing/proofreading • Composition mechanics • Descriptive, informative, creative and persuasive writing • Organizing logical arguments • Brainstorming • Analyzing audiences • Utilizing reference materials • Enhancing grammatical mechanics • Vocabulary enhancement
	<i>Analysis of Text & Information</i>	<ul style="list-style-type: none"> • Critical thinking • Creative thinking • Values and ethics • Expression of thoughts and ideas • Communication skills • Correlating text events with personal experiences • Developing listening and comprehension skills • Creating visual representations
	<i>Technology Applications in Literature</i>	<ul style="list-style-type: none"> • Utilizing document processing software • Utilizing presentation processing software • Internet-based research

Keyboarding Techniques:

Teacher Lesson Plan

Day 1	
Step 1:	Hand out or have students access the <i>Action Plan</i> . <ul style="list-style-type: none">The <i>Action Plan</i> provides a list of tasks for students to perform to complete the lesson.
Step 2:	Pass out or have students access the <i>Student Notes</i> and <i>Vocabulary Handout</i> using their student license. <ul style="list-style-type: none"><i>Student Notes</i> are fill-in-the-blank. Students should follow along with the PowerPoint® segments to fill in the blanks. The <i>Teacher Notes</i> can be used as an <i>Answer Key</i>.<i>Vocabulary Handout</i> is a comprehensive list of terms used throughout the lesson to aid in student vocabulary retention.
Step 3: 	Show or have students view the <i>Keyboarding Techniques: Posture & Finger Placement - Introduction</i> segment. <ul style="list-style-type: none">This segment is 27 slides long.Students should complete their <i>Student Notes</i> for this segment.
Step 4:	Administer the <i>Keyboarding Techniques: Posture & Finger Placement - Introduction Assessment</i> . <ul style="list-style-type: none">The <i>Assessment</i> can be found beneath the Printable Resources heading on the lesson page or can be done interactively, if you have student licenses, by using the <i>Assessment</i> beneath the Interactive Activities heading on the lesson page
Step 5:	Have students complete the <i>Proper Posture & Workspace Setup Activity</i> . <ul style="list-style-type: none">The <i>Activity</i> is located beneath the Printable Resources heading on the lesson page.
Day 2	
Step 6: 	Show or have students view the <i>Keyboarding Techniques: Posture & Finger Placement - Touch-System Techniques</i> segment. <ul style="list-style-type: none">This segment is 14 slides long.Students should complete their <i>Student Notes</i> for this segment.
Step 7:	Administer the <i>Keyboarding Techniques: Posture & Finger Placement - Touch-System Techniques Assessment</i> . <ul style="list-style-type: none">The <i>Assessment</i> can be found beneath the Printable Resources heading on the lesson page or can be done interactively, if you have student licenses, by using the <i>Assessment</i> beneath the Interactive Activities heading on the lesson page
Step 8:	Pass out or have students access the <i>Setting Up Your Document Student Handout</i> using their student license. <ul style="list-style-type: none">This <i>Student Handout</i> will serve as a guide for students to properly set up their document format prior to beginning the <i>Typing Drill</i>.
Step 9:	Have students complete <i>Practice Typing Drill 1 – Student Typing Drill</i> . <ul style="list-style-type: none">The <i>Typing Drill</i> instructions are located beneath the Printable Resources heading on the lesson page.Students will need to open and format a new, blank document to complete the <i>Drill</i>.Students will need to reference the <i>Setting Up Your Document Student Handout</i> to see how to format the document prior to beginning the <i>Drill</i>.

Keyboarding Techniques:



Teacher Lesson Plan

Day 3

- Step 10:** Have students refer to their *Setting Up Your Document Student Handout*.
- This *Student Handout* will serve as a guide for students to properly set up their document format prior to beginning the *Typing Drill*.
- Step 11:** Have students complete *Practice Typing Drill 2* and *Practice Typing Drill 3 - Student Typing Drill*.
- The *Typing Drill* instructions are located beneath the Printable Resources heading on the lesson page.
 - Students will need to open and format a new, blank document to complete the *Drill*.
 - Students will need to reference the *Setting Up Your Document Student Handout* to see how to format the document prior to beginning the *Drill*.

Day 4

- Step 12:** Have students refer to their *Setting Up Your Document Student Handout*.
- This *Student Handout* will serve as a guide for students to properly set up their document format prior to beginning the *Activity*.
- Step 13:** Have students complete *Practice Typing Drill 4* and *Practice Typing Drill 5 - Student Typing Drill*.
- The *Typing Drill* instructions are located beneath the Printable Resources heading on the lesson page.
 - Students will need to open and format a new, blank document to complete the *Drill*.
 - Students will need to reference the *Setting Up Your Document Student Handout* to see how to format the document prior to beginning the *Drill*.

Day 5

- Step 14:** Have students refer to their *Setting Up Your Document Student Handout*.
- This *Student Handout* will serve as a guide for students to properly set up their document format prior to beginning the *Activity*.
- Step 15:** Have students complete *Practice Typing Drill 6* and *Practice Typing Drill 7 - Student Typing Drill*.
- The *Typing Drill* instructions are located beneath the Printable Resources heading on the lesson page.
 - Students will need to open and format a new, blank document to complete the *Drill*.
 - Students will need to reference the *Setting Up Your Document Student Handout* to see

Day 6

- Step 16:** Have students refer to their *Setting Up Your Document Student Handout*.
- This *Student Handout* will serve as a guide for students to properly set up their document format prior to beginning the *Activity*.
- Step 17:** Have students complete *Practice Typing Drill 8* and *Practice Typing Drill 9 - Student Typing Drill*.
- The *Typing Drill* instructions are located beneath the Printable Resources heading on the lesson page.
 - Students will need to open and format a new, blank document to complete the *Drill*.
 - Students will need to reference the *Setting Up Your Document Student Handout* to see how to format the document prior to beginning the *Drill*.

Keyboarding Techniques:

Teacher Lesson Plan

Day 7

- Step 18:** Have students refer to their *Setting Up Your Document Student Handout*.
- This *Student Handout* will serve as a guide for students to properly set up their document format prior to beginning the *Activity*.
- Step 19:** Have students complete *Practice Typing Drill 10* and *Practice Typing Drill 11 - Student Typing Drill*.
- The *Typing Drill* instructions are located beneath the Printable Resources heading on the lesson page.
 - Students will need to open and format a new, blank document to complete the *Drill*.
 - Students will need to reference the *Setting Up Your Document Student Handout* to see how to format the document prior to beginning the *Drill*.

Day 8

- Step 20:** Have students refer to their *Setting Up Your Document Student Handout*.
- This *Student Handout* will serve as a guide for students to properly set up their document format prior to beginning the *Activity*.
- Step 21:** Have students complete *Practice Typing Drill 12* and *Practice Typing Drill 13 - Student Typing Drill*.
- The *Typing Drill* instructions are located beneath the Printable Resources heading on the lesson page.
 - Students will need to open and format a new, blank document to complete the *Drill*.
 - Students will need to reference the *Setting Up Your Document Student Handout* to see

Day 9

- Step 22:** Have students refer to their *Setting Up Your Document Student Handout*.
- This *Student Handout* will serve as a guide for students to properly set up their document format prior to beginning the *Activity*.
- Step 23:** Have students complete *Practice Typing Drill 14* and *Practice Typing Drill 15 - Student Typing Drill*.
- The *Typing Drill* instructions are located beneath the Printable Resources heading on the lesson page.
 - Students will need to open and format a new, blank document to complete the *Drill*.
 - Students will need to reference the *Setting Up Your Document Student Handout* to see how to format the document prior to beginning the *Drill*.

Day 10

- Step 24:** Have students refer to their *Setting Up Your Document Student Handout*.
- This *Student Handout* will serve as a guide for students to properly set up their document format prior to beginning the *Activity*.
- Step 25:** Have students complete *Practice Typing Drill 16* and *Practice Typing Drill 17 - Student Typing Drill*.
- The *Typing Drill* instructions are located beneath the Printable Resources heading on the lesson page.
 - Students will need to open and format a new, blank document to complete the *Drill*.
 - Students will need to reference the *Setting Up Your Document Student Handout* to see how to format the document prior to beginning the *Drill*.

Keyboarding Techniques:



Teacher Lesson Plan

Day 11	
Step 26:	Have students refer to their <i>Setting Up Your Document Student Handout</i> . <ul style="list-style-type: none">This <i>Student Handout</i> will serve as a guide for students to properly set up their document format prior to beginning the <i>Activity</i>.
Step 27:	Have students complete <i>Practice Typing Drill 18</i> and <i>Practice Typing Drill 19 - Student Typing Drill</i> . <ul style="list-style-type: none">The <i>Typing Drill</i> instructions are located beneath the Printable Resources heading on the lesson page.Students will need to open and format a new, blank document to complete the <i>Drill</i>.Students will need to reference the <i>Setting Up Your Document Student Handout</i> to see how to format the document prior to beginning the <i>Drill</i>.
Day 12	
Step 28:	Have students refer to their <i>Setting Up Your Document Student Handout</i> . <ul style="list-style-type: none">This <i>Student Handout</i> will serve as a guide for students to properly set up their document format prior to beginning the <i>Activity</i>.
Step 29:	Have students complete <i>Practice Typing Drill 20</i> and <i>Practice Typing Drill 21 - Student Typing Drill</i> . <ul style="list-style-type: none">The <i>Typing Drill</i> instructions are located beneath the Printable Resources heading on the lesson page.Students will need to open and format a new, blank document to complete the <i>Drill</i>.Students will need to reference the <i>Setting Up Your Document Student Handout</i> to see how to format the document prior to beginning the <i>Drill</i>.
Day 13	
Step 30:	Have students refer to their <i>Setting Up Your Document Student Handout</i> . <ul style="list-style-type: none">This <i>Student Handout</i> will serve as a guide for students to properly set up their document format prior to beginning the <i>Activity</i>.
Step 31:	Have students complete <i>Practice Typing Drill 22</i> and <i>Practice Typing Drill 23 - Student Typing Drill</i> . <ul style="list-style-type: none">The <i>Typing Drill</i> instructions are located beneath the Printable Resources heading on the lesson page.Students will need to open and format a new, blank document to complete the <i>Drill</i>.Students will need to reference the <i>Setting Up Your Document Student Handout</i> to see how to format the document prior to beginning the <i>Drill</i>.
Day 14	
Step 32:	Have students refer to their <i>Setting Up Your Document Student Handout</i> . <ul style="list-style-type: none">This <i>Student Handout</i> will serve as a guide for students to properly set up their document format prior to beginning the <i>Activity</i>.
Step 33:	Have students complete <i>Practice Typing Drill 24</i> and <i>Practice Typing Drill 25 - Student Typing Drill</i> . <ul style="list-style-type: none">The <i>Typing Drill</i> instructions are located beneath the Printable Resources heading on the lesson page.Students will need to open and format a new, blank document to complete the <i>Drill</i>.Students will need to reference the <i>Setting Up Your Document Student Handout</i> to see how to format the document prior to beginning the <i>Drill</i>.

Keyboarding Techniques:

Teacher Lesson Plan

Day 15

- Step 34:** Have students refer to their *Setting Up Your Document Student Handout*.
- This *Student Handout* will serve as a guide for students to properly set up their document format prior to beginning the *Activity*.
- Step 35:** Have students complete *Practice Typing Drill 26* and *Practice Typing Drill 27 - Student Typing Drill*.
- The *Typing Drill* instructions are located beneath the Printable Resources heading on the lesson page.
 - Students will need to open and format a new, blank document to complete the *Drill*.
 - Students will need to reference the *Setting Up Your Document Student Handout* to see how to format the document prior to beginning the *Drill*.

Day 16

- Step 36:** Have students refer to their *Setting Up Your Document Student Handout*.
- This *Student Handout* will serve as a guide for students to properly set up their document format prior to beginning the *Activity*.
- Step 37:** Have students complete *Practice Typing Drill 28* and *Practice Typing Drill 29 - Student Typing Drill*.
- The *Typing Drill* instructions are located beneath the Printable Resources heading on the lesson page.
 - Students will need to open and format a new, blank document to complete the *Drill*.
 - Students will need to reference the *Setting Up Your Document Student Handout* to see how to format the document prior to beginning the *Drill*.


Day 17

- Step 38:** Have students refer to their *Setting Up Your Document Student Handout*.
- This *Student Handout* will serve as a guide for students to properly set up their document format prior to beginning the *Activity*.
- Step 39:** Have students complete *Practice Typing Drill 30* and *Practice Typing Drill 31 - Student Typing Drill*.
- The *Typing Drill* instructions are located beneath the Printable Resources heading on the lesson page.
 - Students will need to open and format a new, blank document to complete the *Drill*.
 - Students will need to reference the *Setting Up Your Document Student Handout* to see how to format the document prior to beginning the *Drill*.

Keyboarding Techniques:

Teacher Lesson Plan

Day 18

	<p>Step 40: Show or have students view the <i>Keyboarding Techniques: Posture & Finger Placement - Command Keys & Shortcuts</i> segment.</p> <ul style="list-style-type: none">This segment is 17 slides long.Students should complete their <i>Student Notes</i> for this segment.
	<p>Step 41: Administer the <i>Keyboarding Techniques: Posture & Finger Placement - Command Keys & Shortcuts Assessment</i>.</p> <ul style="list-style-type: none">The <i>Assessment</i> can be found beneath the Printable Resources heading on the lesson page or can be done interactively, if you have student licenses, by using the <i>Assessment</i> beneath the Interactive Activities heading on the lesson page
	<p>Step 42: Have students complete the <i>Command Key & Shortcut Flash Cards Activity</i>.</p> <ul style="list-style-type: none">The <i>Activity</i> is located beneath the Printable Resources heading on the lesson page.
	<p>Step 43: Remind students to study for the <i>Vocabulary Review</i> and <i>Final Assessment</i>.</p>

Day 19

	<p>Step 44: Have students complete the <i>Vocabulary Review</i>.</p> <ul style="list-style-type: none">If you have student licenses, students can complete the <i>Vocabulary Review</i> beneath the Interactive Activities heading. If not, the <i>Vocabulary Review</i> can be printed and the <i>Vocabulary Handout</i> can be used as an Answer Key for grading purposes.
	<p>Step 45: Review the concepts covered in the <i>Keyboarding Techniques: Posture & Finger Placement</i> presentation.</p>
	<p>Step 46: Administer the <i>Keyboarding Techniques: Posture & Finger Placement Final Assessment</i>.</p> <ul style="list-style-type: none">The <i>Assessment</i> can be found beneath the Printable Resources heading on the lesson page or can be done interactively, if you have student licenses, by using the <i>Assessment</i> beneath the Interactive Activities heading on the lesson pageThe <i>Final Assessment</i> will serve as a review of concepts covered in the lesson. An <i>Answer Key</i> is provided for grading purposes.



Lesson Links

Microsoft® Office

- <http://www.office.microsoft.com>



Career & Technical Student Organizations

FBLA

- Computer Applications

BPA

- Basic Office Systems & Procedures



Activity

Proper Posture & Workspace Setup

Directions:

Students will create a drawing of what proper posture and workspace setup looks like. Then, with a partner, students will check their posture and workspace setup to make sure it is appropriate for keyboarding.

Command Key & Shortcut Flash Cards

Directions:

Students will create flash cards for each of the command keys and keyboard shortcuts presented in the presentation.

Keyboarding Techniques:



Typing Drills

Practice Typing Drill 1

Directions:

Students will practice using the home row and typing with their left hand.

Practice Typing Drill 2

Directions:

Students will practice using the home row and typing with their right hand.

Practice Typing Drill 3

Directions:

Students will practice using the home row and typing with their left hand.

Practice Typing Drill 4

Directions:

Students will practice using the home row and typing with their right hand.

Practice Typing Drill 5

Directions:

Students will practice using their left pinky.

Practice Typing Drill 6

Directions:

Students will practice using their left pinky.

Practice Typing Drill 7

Directions:

Students will practice using their left pinky.

Practice Typing Drill 8

Directions:

Students will practice using their left ring finger.

Practice Typing Drill 9

Directions:

Students will practice using their left ring finger.

Practice Typing Drill 10

Directions:

Students will practice using their left ring finger.

Practice Typing Drill 11

Directions:

Students will practice using their left middle finger.

Practice Typing Drill 12

Directions:

Students will practice using their left middle finger.

Practice Typing Drill 13

Directions:

Students will practice using their left middle finger.

Practice Typing Drill 14

Directions:

Students will practice using their left index finger.

Practice Typing Drill 15

Directions:

Students will practice using their left index finger.

Practice Typing Drill 16

Directions:

Students will practice using their left index finger.

Practice Typing Drill 17

Directions:

Students will practice using their right index finger.

Practice Typing Drill 18

Directions:

Students will practice using their right index finger.

Practice Typing Drill 19

Directions:

Students will practice using their right index finger.

Practice Typing Drill 20

Directions:

Students will practice using their right middle finger.

Practice Typing Drill 21

Directions:

Students will practice using their right middle finger.

Practice Typing Drill 22

Directions:

Students will practice using their right middle finger.

Practice Typing Drill 23

Directions:

Students will practice using their right ring finger.

Practice Typing Drill 24

Directions:

Students will practice using their right ring finger.

Practice Typing Drill 25

Directions:

Students will practice using their right ring finger.

Practice Typing Drill 26

Directions:

Keyboarding Techniques:



Typing Drills

Students will practice using their right pinky finger.

Practice Typing Drill 27

Directions:

Students will practice using their right pinky finger.

Practice Typing Drill 28

Directions:

Students will practice using their right pinky finger.

Practice Typing Drill 29

Directions:

Students will practice using the numeric key pad.

Practice Typing Drill 30

Directions:

Students will practice using the numeric key pad.

Practice Typing Drill 31

Directions:

Students will practice using the numeric key pad.