KEYBOARDING I

Standards

- The student will demonstrate correct touch keyboarding techniques.
- Students will develop touch keystroking speed and accuracy.
- Students will demonstrate a working knowledge of basic word processing functions and proofreading.
- Students will develop skill composing at the keyboard.

Performance Objectives

- Demonstrate eyes on copy, correct fingering, good techniques, and appropriate posture while operating the keyboard.
- Develop and improve keystroking speed and accuracy.
- Demonstrate skill in using numbers, symbols and punctuation marks.
- Apply basic word processing functions using a variety of documents.
- Proofread and make corrections using word processing software.