

# Grade 4: Keyboarding

## ESTABLISHED GOALS:

### Competencies:

- *Students will demonstrate the ability to access digital tools by using hardware and navigating software.*
- *Students will demonstrate the ability to progressively increase typing accuracy and speed by learning the keyboard layout and utilizing proper keyboard form.*
- *Students will demonstrate the ability to create documents in order to effectively communicate ideas.*

### Content Standards:

- ISTE.1.CI. Demonstrate creative thinking, construct knowledge, and develop innovative products and processes using technology.
- ISTE.2.CC. Use digital media and environments to communicate and work collaboratively, including at a distance, to support individual learning and contribute to the learning of others.
- ISTE.3.RIF. Apply digital tools to gather, evaluate, and use information.
- ISTE.4.CT. Use critical thinking skills to plan and conduct research, manage projects, solve problems, and make informed decisions using appropriate digital tools and resources.
- ISTE.5.DC. Understand human, cultural, and societal issues related to technology and practice legal and ethical behavior.
- ISTE.6.TOC. Demonstrate a sound understanding of technology concepts, systems, and operations.

## Transfer

*Students will be able to independently use their learning to **use a keyboard efficiently.***

## Meaning

### ENDURING UNDERSTANDINGS

*Students will understand that...*

- basic keyboarding form includes proper finger placement and posture.
- proper touch keyboarding technique is developed through short, timed, guided exercises.
- efficient keyboarding posture and technique can be developed through persistent practice.
- keyboarding skills serve real-world applications.

### ESSENTIAL QUESTIONS

- Will keyboarding skills be useful into the future?

## Acquisition

*Students will know...*

- that touch keys and reach keys are essential to proper keyboarding technique.
- that the Backspace or Delete keys can be used to correct mistakes.
- that the function of the Enter or Return key is to finish a line of text.
- that the function of the spacebar is to create spaces between words.
- that the function of the shift key is to access capitalization and alternate symbols.
- that typing letters without looking at the keyboard leads to increased speed and efficiency.

vocabulary: touch typing, home row, upper row, lower row, shift, accuracy, delete key, backspace, Shift key, tab, control key, wpm (words per minute), QWERTY, keyboard, punctuation, symbols, cursor, arrow keys

*Students will be skilled at...*

- using proper touch keyboarding technique in word processing documents.
- building speed and accuracy while touch keyboarding.
- practicing proper posture and form for keyboarding.
- typing punctuation (with and without using the Shift key).
- utilizing the home, upper, lower, and number row keys.
- typing capital letters and symbols using the shift key.
- typing numbers in combination with letters.
- typing within word processing software.
- utilizing the backspace or delete key for correcting mistakes.
- utilizing the enter or return key to finish a line of text.
- pressing the spacebar to create spaces between

|  |  |        |
|--|--|--------|
|  |  | words. |
|--|--|--------|

| <b>Content Area Literacy Standards</b>                           | <b>21<sup>st</sup> Century Skills</b>                                                                                                                                                                                                                                                          |
|------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>NOT APPLICABLE</li> </ul> | <ul style="list-style-type: none"> <li><i>communicate clearly</i></li> <li><i>think across disciplines</i></li> <li><i>basic literacy media products</i></li> <li><i>apply technology effectively</i></li> <li><i>be productive and accountable</i></li> <li><i>produce results</i></li> </ul> |

| <b>Evaluative Criteria</b> | <b>Assessment Evidence</b> |
|----------------------------|----------------------------|
|                            | PERFORMANCE TASK(S):       |
|                            | OTHER EVIDENCE:            |

| <b>Summary of Key Learning Events and Instruction</b> |                                                    |                               |
|-------------------------------------------------------|----------------------------------------------------|-------------------------------|
|                                                       |                                                    |                               |
| <b>Science Integration</b>                            | <b>College, Career, and Civic Life Integration</b> | <b>Technology Integration</b> |
|                                                       |                                                    |                               |
| <b>District Materials</b>                             | <b>Distance Learning/Field Trips</b>               | <b>Technology Resources</b>   |
|                                                       |                                                    |                               |