



Cincinnati Central School District Keyboarding Curriculum

GENERAL OVERVIEW:

Virtually all jobs for today's students will require some degree of computer expertise. Keyboarding skills are a definite asset for professional as well as personal goals.

Keyboarding is a course designed to teach the touch-type method of keyboarding and beginning level computer skills to 7th grade students.

Students will learn to use the keyboard by touch and to develop their speed and accuracy on computers. Students will also be taught the basic formatting skills needed to type personal and business notes, letters, envelopes, and reports. This course will prepare ALL students for using a computer in high school, college, and in their career.

UNITS OF STUDY:

I. Operating the computer

- A. Care and use of computer components
 - 1. Monitor
 - 2. Keyboard
 - 3. Mouse
 - 4. Floppy disk drive
 - 5. Central Processing Unit (CPU)
 - 6. Hard disk drive
 - 7. CD-ROM
- B. Care and use of the network
 - 1. Logging on/off
 - 2. Home directories
 - 3. Printers
 - 4. Save/Open/Delete documents from the H: and X: drives
- C. Boot/shut down/restart computer

II. Developing Proper Keyboarding Techniques

- A. Proper position at the keyboard behind the J Key
- B. Proper posture with feet flat on the floor
- C. Eyes on copy
- D. Proper keystroking
- E. Utilize Home Row
- F. Keep wrists flat, off table

III. Developing Touch Keyboarding Skill

- A. Alphabetic keys
- B. Punctuation keys
- C. Return, Backspace, Space Bar, Tab, Shift Keys
- D. Anchor to Home Row Keys

IV. Basic Word Processing and Formatting

- A. Pull-down menus/toolbars
- B. New/close/open document
- C. Move insertion point
- D. Insert/delete text
- E. Word wrap
- F. View/scroll/size/zoom windows
- G. Preview and print document to both laser and color printers
- H. Spacing used with punctuation marks
- I. Select text
- J. Apply formatting—text font size, style, color
- K. Add numbering and bullets
- L. Check document spelling
- M. Margins/indentations/tabs
- N. Change alignment of text—center, left, right, justified
- O. Cut/Copy/Paste text
- P. Save/Save As document
- Q. Insert graphics into a document

V. Electronic Mail

- A. Load electronic mail program
- B. Send new mail messages
- C. Receive mail messages
- D. Reply to mail messages
- E. Forward mail messages
- F. Send an attachment
- G. Copy and paste text into a mail message
- H. Create new mail folders

VI. Internet

- A. Save images from the Internet to a file
- B. Research information and add data to a Word document with reference notation.

LEARNING ACTIVITIES:

- I. Keyboarding Practice**
 - A. Straight-copy type lessons from text
 - B. Straight-copy type lessons using MicroType
 - C. Timed Writings
 - D. Typed assignments

- II. Application Program Practice**
 - A. Personal Business letters
 - B. Keypal letters via e-mail

MATERIALS/RESOURCES:

- I. Hardware/Materials**
 - A. Dell GX280 Computers with full Internet access
 - B. HP LaserJet 2500 Color LaserJet Printer and HP 4700 Color LaserJet Printer
 - C. Keyboard Covers
 - D. Koss Headphones

- II. Software**
 - A. Microsoft Word
 - B. MicroType
 - C. Internet Explorer
 - D. WebMail