Arkansas CTE

Keyboarding 9 Week Course: Grades 5, 6

Adopted 2006

Basic Knowledge

1.1 Define terminology

1. Prepare a list of terms with definitions 1.1.1

1.2 Explain the correct keyboarding techniques

1. Demonstrate the proper techniques necessary for operation of the keyboard 1.2.1

1.3 Explain proper care of keyboarding equipment

1. Recall proper care of keyboarding equipment 1.3.1

1.4 Identify computer equipment parts

1. Recall computer equipment parts 1.4.1

1.5 Explain functions of computer equipment parts

1. Demonstrate knowledge of functions of computer equipment parts 1.5.1

1.6 Identify home row keys and correct finger placement

1. Demonstrate correct finger placement on home row keys 1.6.1

1.7 Identify alphanumeric keys/symbols, using the touch method

1. Demonstrate touch method to alphanumeric keys/symbols 1.7.1
2. Discuss key words, phrases, sentences, and paragraphs 1.7.2

1.8 Explain basic service keys and their correct usage

1. Demonstrate knowledge of basic service keys and their correct usage 1.8.1

1.9 Explain correct spacing following punctuation marks

1. Demonstrate knowledge of spacing rules, and apply to task 1.9.1