

Keyboarding Connections: Grades 7, 8

Adopted 2008

Reviewing Keyboarding Skills While Incorporating Literacy Techniques

1.1 Define terminology

1. Manipulate vocabulary and concepts individually and in groups 1.1.1
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1.2 Identify proper keyboarding techniques

1. Use correct fingers 1.2.1
 2. Maintain correct posture 1.2.2
 3. Maintain correct arm, hand, & finger position 1.2.3
 4. Keep eyes on copy 1.2.4
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1.3 Identify methods for improving keystroking, speed, and control

1. Demonstrate improved keying techniques and speed through timed writings 1.3.1
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1.4 Identify topic sentences

1. Select topic sentences while typing paragraphs 1.4.1
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1.5 Discuss CSRQ method

1. Modify comprehension questions into complete sentences using CSRQ method 1.5.1
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Open-Response and Writing Mechanics

2.1 Define terminology

1. Manipulate vocabulary and concepts individually and in groups 2.1.1
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2.2 Identify advanced open-response answers

1. Key sample answers 2.2.1
 2. Place a box border the best sample open-response answer 2.2.2
 3. Format specific details from story with shading 2.2.3
 4. Make the supporting evidence text bold 2.2.4
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2.3 Discuss capitalization rules

1. Correct capitalization errors while keying sentences 2.3.1

2.4 Discuss formatting skills

1. Format documents using bold, shade, and border capitalization [2.4.1](#)

2.5 Identify sentence parts

1. Place a box border around subjects in clauses [2.5.1](#)
2. Using the highlight tool, highlight verbs in clauses [2.5.2](#)
3. Underline conjunctions (coordinating, subordinating) [2.5.3](#)
4. Change text color of prepositional phrases to eliminate as choice for subject or verb [2.5.4](#)

2.6 Discuss punctuation rules

1. Insert commas and end marks as needed in compound and complex sentences [2.6.1](#)

2.7 Compose compound and complex sentences

1. Create and key sentences using dependent and independent clauses [2.7.1](#)

2.8 Explain comprehension of written text

1. Complete cloze paragraphs [2.8.1](#)

2.9 Identify errors on a document using proofreaders' marks

1. Correct errors on a document [2.9.1](#)

2.10 List ideas by a using graphic organizer

1. Create graphic organizer in response to literature using informal outline format [2.10.1](#)

2.11 Discuss composing written responses

1. Key responses to literature that demonstrate understanding or interpretation [2.11.1](#)

2.12 Explain bullets

1. Create graphic organizer using bullets [2.12.1](#)

Formatting Letters and Envelopes

3.1 Define terminology

1. Manipulate vocabulary and concepts individually and in groups [3.1.1](#)

3.2 Explain letter formatting skills

1. Key letters in various styles [3.2.1](#)
2. Key letters with special features, such as enclosure notation, and attachment notation [3.2.2](#)

3.3 Explain envelope formatting skills

1. Prepare envelope for a corresponding letter, using available software [3.3.1](#)
 2. Print envelope for a corresponding letter, using available software [3.3.2](#)
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3.4 Explain letter composition and preparation with a live event writing

1. Compose letter, prepare envelope, and mail to recipient [3.4.1](#)
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3.5 Describe how to create a business letter

1. Create letter responding to a personal-business letter [3.5.1](#)
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3.6 Identify kinds of tabs: left tab, right tab, decimal tab, center

1. Create a document containing various tab settings [3.6.1](#)
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3.7 Identify leader tabs

1. Create a document containing various tab settings utilizing leaders [3.7.1](#)
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3.8 Discuss sources for, and uses of, clip art

1. Insert clip art while creating letterhead [3.8.1](#)
 2. Manipulate clip art (move, size, rotate) [3.8.2](#)
 3. Wrap text around clip art [3.8.3](#)
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3.9 Discuss uses of word art

1. Insert word art while creating a letterhead [3.9.1](#)
 2. Manipulate word art (move, size, rotate) [3.9.2](#)
 3. Wrap text around word art [3.9.3](#)
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Formatting Memorandums

4.1 Define terminology

1. Manipulate vocabulary and concepts individually and in groups [4.1.1](#)
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4.2 Explain memorandum formatting techniques

1. Identify the parts of a memorandum [4.2.1](#)
 2. Key a standard memorandum [4.2.2](#)
 3. Key a simplified memorandum [4.2.3](#)
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4.3 Live event writing

1. Compose memo and give to recipient [4.3.1](#)
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Formatting Reports

5.1 Define terminology

1. Manipulate vocabulary and concepts individually and in groups [5.1.1](#)
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5.2 Explain report formatting skills

1. Key MLA formatted reports [5.2.1](#)

2. Key reports with various types of references listed on works cited page [5.2.2](#)
 3. Key multipage reports with second-page headings [5.2.3](#)
 4. Key an annotated bibliography [5.2.4](#)
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Formatting Tables

6.1 Define terminology

1. Manipulate vocabulary and concepts individually and in groups [6.1.1](#)
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6.2 Explain table formatting

1. Key a multicolumn table [6.2.1](#)
 2. Key a multicolumn table with column headings [6.2.2](#)
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Formatting Announcements

7.1 Define terminology

1. Manipulate vocabulary and concepts individually and in groups [7.1.1](#)
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7.2 Explain announcements

1. Key an announcement [7.2.1](#)
2. Design an announcement using various fonts, paper dimensions, paper orientations, clip art, and page borders [7.2.2](#)
3. Key an announcement using various fonts, paper dimensions, and paper orientations [7.2.3](#)