Arkansas CTE

Keyboarding: Grades 7, 8

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 alpha-numeric keys/symbols using the touch method

1. Demonstrate touch method to alpha-numeric keys/symbols 1.7.1
2. 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 applies to task 1.9.1

Text Formatting

2.1 Define terminology

1. Prepare a list of terms with definitions 2.1.1

2.2 Explain formatting text

1. Demonstrate text formatting features 2.2.1

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2.3 Explain formatting paragraphs

1. Demonstrate paragraph formatting features 2.3.1

2.4 Explain page setup

1. Demonstrate page setup features 2.4.1

Document Formatting Skills

3.1 Define terminology

1. Prepare a list of terms with definitions 3.1.1

3.2 Explain proofreader's marks

1. Identify and apply proofreader's marks on keyed copy 3.2.1

3.3 Explain correct memorandum/e-mail format

1. Key memorandums/e-mails 3.3.1

3.4 Explain unbound report format with/without title page and reference page

1. Key unbounded report with/without title page and reference page 3.4.1

3.5 Explain letter format for block style personal/business letter using open/mixed punctuation

1. Key block style personal/business letter using open/mixed punctuation 3.5.1

3.6 Explain column documents

1. Key column documents 3.6.1

3.7 Explain table documents

1. Key table documents 3.7.1

Speech Recognition

4.1 Define terminology

1. Prepare a list of terms with definitions 4.1.1

4.2 Describe career opportunities involving speech recognition software

1. Investigate careers that use speech recognition 4.2.1

4.3 Explain speech recognition software

1. Label the parts of the speech recognition window 4.3.1

4.4 Explain how to prepare a headset

1. Demonstrate proper headset care and techniques 4.4.1

4.5 Explain how to create a speech recognition user profile

1. Create a speech recognition user profile 4.5.1
2. Set audio settings 4.5.2

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3. Read a training story 4.5.3

4.6 Explain the basic speech recognition commands

1. Switch between voice command and dictation modes 4.6.1
2. Turn the microphone off using a voice command 4.6.2
3. Practice saying commands 4.6.3
4. Open menus with voice commands 4.6.4
5. Open and close toolbars with voice commands 4.6.5
6. Apply basic speech recognition features to produce a document 4.6.6

Handwriting Recognition

5.1 Define terminology

1. Prepare a list of terms with definitions 5.1.1

5.2 Identify digital tablets that allow handwritten input

1. Compare types of handwriting recognition devices 5.2.1

5.3 Explain basic digital pen actions

1. Demonstrate basic pen skills, i.e. tap, double-tap, touch and drag, etc. 5.3.1
2. Create a document using basic pen skills 5.3.2

5.4 Explain settings that can be changed for a digital tablet or a Tablet PC

1. Demonstrate the proper techniques necessary for operation of the tablet 5.4.1