

Grades 4, 5, 6, 7, 8

Adopted 2010

The student will operate and maintain the workstation.

1.1 Interpret computer and keyboarding terminology.

1.2 Manage the computer system and related software.

1.3 Demonstrate appropriate lab safety skills.

The student will operate the alphabetic, numeric, and symbol keyboard using the touch system.

2.1 Demonstrate correct body and hand position for keyboarding.

2.2 Apply the touch system to develop keyboarding skills using the alphabetic, numeric, and symbol keys.

2.3 Observe a demonstration on voice input.

The student will format simple documents (letters, reports, articles).

3.1 Key documents applying formatting functions for setting margins, tabs, and paragraph spacing.

3.2 Demonstrate proper keying and formatting technique for simple letters, reports, and articles.

3.3 The student will apply typography guidelines.

3.4 Explore the gathering of information using a variety of electronic resources, including but not limited to the Internet.

The student will apply standard rules of spelling, punctuation, grammar, and capitalization.

4.1 Demonstrate proper keying and formatting technique for written communications.

4.2 Compose and proofread documents for accuracy, content, grammar, spelling, and punctuation.