

# Keyboarding: Grade 6

Adopted 2002

## Grade 6 Keyboarding

### **1 The student will demonstrate correct keyboarding techniques while increasing speed and maintaining accuracy.**

- 1 The student will achieve minimum keyboarding competency on one- or two-minute timed writings.
  - a. Key at a minimum speed of 27 words per minute (WPM) on at least 3 one- or two-minute timings.
  - b. Key at 2 or fewer errors per minute.
  - c. Key without using the backspace/delete key on timings.

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### **2 The student will use the computer 10-key pad.**

- 1 On the 10-key pad, the student will demonstrate correct techniques in keying the numbers, decimal, enter, and arithmetic keys.
  - a. Demonstrate correct fingering for each number on the key pad.
  - b. Demonstrate correct fingering for decimal and enter keys.
  - c. Demonstrate correct fingering the the arithmetic keys.

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### **3 The student will be able to identify and use proofreader's marks.**

- 1 The student will be able to identify and use the following common proofreader's marks:
  - <li>Transpose</li><li>Insert</li><li>Lowercase</li><li>Capitalize</li><li>Paragraph</li><li>Add a Space</li><li>Move Left</li><li>Move Right</li><li>Delete</li><li>Insert a Period</li></ul>
  - 2 The student will be able to use common proofreader's marks.
    - a. Key from copy that has been corrected using common proofreader's marks
    - b. Use common proofreader's marks to correct keyed copy