

## Computer Keyboarding

### Grades 3

**Purpose:** It is recommended that in addition to the standards and performance indicators, keyboarding first be taught as a concentrated unit in third grade and reviewed in each succeeding grade to allow students to achieve a high degree of proficiency. Students will be assessed during the spring of their 5th grade year. The assessment will include a keyboarding skill test, a technology literacy self-assessment, and the inclusion of at least two pieces of student work in an electronic portfolio.

### *Grade 3 Keyboarding*

**Outcome:** **KB.3.1** The student will demonstrate correct keyboarding techniques.

**Components:** **KB.3.1.1** – Sit up straight.

**KB.3.1.2** – Center body to the "h" key with elbows at sides.

**KB.3.1.3** – Place feet for balance.

**KB.3.1.4** – Curve fingers over the home keys.

**KB.3.1.5** – Keep wrists off the keyboard.

**KB.3.1.6** – Keep eyes on printed copy.

**KB.3.1.7** – Key by touch.

**Outcome:** **KB.3.2** The student will know the purpose of correct keyboarding techniques.

**Components:** **KB.3.2.1** – Describe limitations of poor techniques.

**KB.3.2.2** – List advantages of good techniques.

**Purpose:** The student will use correct fingering while keying the introduced keys.

**Outcome:** **KB.3.3** Demonstrate the correct key reaches for all alphabet letters.

**Components:** **KB.3.3.1** – Use correct keystroke techniques for the letter keys.

**Outcome:** **KB.3.4** Demonstrate correct fingering for and correct usage of the space bar, enter key, shift keys, backspace/delete key, and tab key.

**Components:** **KB.3.4.1** – Tap the SPACE BAR with the right thumb.

**KB.3.4.2** – Hit the ENTER/RETURN key with the right little finger.

**KB.3.4.3** – Use the LEFT SHIFT key when capitalizing right hand letters.

**KB.3.4.4** – Use the RIGHT SHIFT key when capitalizing left hand letters.

**KB.3.4.5** – Strike the BACKSPACE/DELETE key with the right little finger.

**KB.3.4.6** – Tap the TAB key with the left little finger.

Outcome: **KB.3.5** Demonstrate correct fingering for and correct usage of the period, comma, and the question mark.

Components: **KB.3.5.1** – Strike the PERIOD with the right ring finger.

**KB.3.5.2** – Strike the COMMA with the right middle finger.

**KB.3.5.3** – Key a QUESTION MARK by holding down the left shift key with the left little finger and striking the question mark with the right little finger.

**KB.3.5.4** – Demonstrate spacing rules when keying a period.

**KB.3.5.5** – Demonstrate correct spacing when keying a comma.

**KB.3.5.6** – Demonstrate correct spacing when keying a question mark.

Purpose: The students will key accurately from dictation and printed copy.

Outcome: **KB.3.6** The student will key letters, short words, and phrases from dictation.

Outcome: **KB.3.7** The student will key drills from printed text.

Purpose: The student will demonstrate correct keyboarding techniques with minimum speed and accuracy on 30-second timed writings.

Outcome: **KB.3.8** The students will achieve minimum keyboarding competency on 1-minute timed writings.

Components: **KB.3.8.1** – Key at a minimum of 15 words per minute (WPM) on at least three 1-minute timings.

**KB.3.8.2** – Key at 3 or fewer errors on 1-minute timings.

**KB.3.8.3** – Key without using the backspace/delete key on timings.

### **Technique Rating Levels**

Mastery Level - The student knows the keys and keys by touch.

Near Mastery Level - With more practice, the student will key by touch.

Partial Mastery Level - The student looks at the keys most of the time.

Minimal Mastery Level - The student is dependent on looking at the keys.

### **Correct Technique Criteria**

- Feet positioned for balance.
- Center body to the "h" key with elbows at sides.
- Sit up straight.
- Curve fingers over the home keys.
- Keep wrists off the keyboard.
- Keep eyes on printed copy.
- Key by touch.
- Key with a smooth rhythm.

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