

**7th Grade Standards**

**Keyboarding**

**Course Overview:** Students will develop speed and accuracy using the touch operation of alphanumeric keyboard characters. This course will focus on speed, accuracy and technique. Other topics covered: simple proofreading, operation of computer equipment/software, hardware/software terminology, review of language skills through compositions, and formatting of documents. A brief introduction to the correct use of the 10-key numeric pad will also be taught.

**Unit 1 Alphabetic Keys (30 days)**

**Description:** This unit introduces the following alphabet/symbol keys: A-Z, space bar, enter, semi-colon, shift, period, comma, tab, backspace, question mark, colon, and CAPS LOCK.

**Standards**

1. The students will demonstrate proper keyboarding technique and posture. (BIT.IT1.a)
2. The students will use correct fingers on all the alphabet/symbol keys learned—listed above. (BIT.IT1.a)
3. The students will develop a keying speed of 35 GWAM, improving speed and accuracy throughout the course. (BIT.IT1.a)

**Unit 2 Numeric & Symbol Keys (20 days)**

**Description:** This unit introduces the following number/symbol keys: 0-9, backslash, dollar, percent, hyphen, pound, ampersand, parenthesis, apostrophe, quotation marks, underscore, asterisk, at, plus, exclamation point, front slash, equals, brackets, and less than/greater than.

**Standards**

1. The students will demonstrate proper keyboarding technique and posture. (BIT.IT1.a)
2. The students will use correct fingers on all the number/symbol keys learned—listed above. (BIT.IT1.a)
3. The students will develop a keying speed of 35 GWAM, improving speed and accuracy throughout the course. (BIT.IT1.a)

**Unit 3 Skill Building (12 days)**

**Description:** This unit will focus on building speed and accuracy while using the entire keyboard. Both 1 minute and 5 minute timings will be used.

**Standards**

1. The students will demonstrate proper keyboarding technique and posture. (BIT.IT1.a)
2. The students will use correct fingers on the entire keyboard. (BIT.IT1.a)
3. The students will develop a keying speed of 35 GWAM, improving speed and accuracy throughout the course. (BIT.IT1.a)

**Unit 4 Ten Key Pad (10 days)**

**Description:** This unit will be a brief introduction to using the ten key pad. It will focus on learning the number, decimal, operator and enter keys. Timings will be utilized as well to calculate KSPM.

**Standards**

1. The students will demonstrate proper keyboarding technique and posture. (BIT.IT1.a)
2. The students will demonstrate proper keying of numbers, decimal, operator, and enter keys while using the ten key pad. (BIT.IT1.a)
3. The students will develop a keying speed of 70 KSPM, improving speed and accuracy throughout the course. (BIT.IT1.a)

**Unit 5 Integrated Activities (Approximately 1 lesson every other week—18 days)**

**Description:** These activities will be integrated weekly into keyboarding lessons. These activities will provide additional skills essential to the basic operation of a computer including: proofreading, terminology, and basic formatting functions.

**Standards**

1. The students will develop proofreading skills and use correct proofreading symbols. (BIT.IT1.b)
2. The students will identify basic computer parts and define basic computer terminology. (BIT.IT1.e, BIT.IT1.f, BIT.IT2.a, BIT.IT2.b, BIT.NT1.a)
3. The students will demonstrate the use of Microsoft Word toolbars features including: new, open, save, print, spell check, cut, copy, paste, undo, font, font size, font style, font color, alignment, bullets, numbering, pictures, shapes, WordArt, and other features. (BIT.DGC1.b, BIT.IT1.b, BIT.IT1.e, BIT.IT1.f, BIT.IT2.a, BIT.IT2.b, BIT.NT1.a)
4. The students will apply knowledge of Microsoft Word by following a list of directions to format a document to match exactly the instructor’s key. (BIT.DGC1.b, BIT.IT1.b, BIT.IT1.e, BIT.IT1.f, BIT.IT2.a, BIT.IT2.b, BIT.NT1.a)