

## NOTABLE QUOTES

“For 21st century jobs, computers have become an integral communications and data-sharing tool for business. As a result, more than ever before, accurate keyboarding skills are an important part of every job.”

**Loretta Thirtyacre, Director  
Public Affairs Communications  
State Farm Insurance**

“Eighty percent of my work is conducted on a computer.”

**Bank of America Vice-President**

“It makes no difference if a person is pursuing a profession through college, starting his or her own business, or training to be an administrative assistant, keyboarding skills are an integral part of these jobs.”

**Kenneth J. Wieduwilt, Accountant  
Metro East’s largest Healthcare  
Delivery System**

“Untrained keyboard users cost companies both time and money.”

**Sherwood Ross, “Workplace” column,  
St. Louis Post-Dispatch**

“Fifty words per minute is barely a marketable skill when any kind of production is required.”

**Shirley Megli, Attorney’s Office**

“Proficiency at the keyboard is becoming a basic requirement for almost any job today; in our plant, production workers, supervisors, quality inspectors, engineers, and management at all levels are required to use the keyboard.”

**Diana Woodland, Human Resources  
Clerk, Dana Corporation**

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# KEYBOARDING

## OPENS THE DOORS TO SUCCESS

Are you providing *your*  
students with the right keys?



## HELP is at your FINGERTIPS!

## WHAT IS KEYBOARDING?

Keyboarding is the manipulation of a computer keyboard by touch, which is striking the keys without looking at the fingers in order to determine the key locations. The psychomotor skill of keyboarding must be developed, refined, and reinforced through appropriate instruction and learning activities.

Since children are often introduced to computers at an early age, they must learn the correct fingering and mouse methods in order to use the computer productively. Research shows that students with keyboarding skills are able to compose faster, are prouder of their work, are more motivated, can produce documents with a neater appearance, and demonstrate improved language arts and problem-solving skills. Keyboarding is a tool and a resource that will aid students throughout their school years, their careers, and their lives.

Approximately 30 hours of instruction, supplied daily in 30-minute segments, is required to learn the keyboard and build speed and accuracy. Through fourth grade, students should receive a satisfactory or unsatisfactory grade in keyboarding. After initial instruction, keyboarding must be reinforced throughout the curriculum in order to produce a usable skill.

Keyboarding instruction requires a teacher with documented training in keyboarding methodology. Software is best suited to drill, remediation, and practice—not to initial instruction. No software can take the place of the teacher/coach with regard to instruction, practice, correction, and motivation.