

KEYBOARDING OBJECTIVES

Grades K-3

- Identify computer, monitor, keyboard, and printer
- Exercise proper care and use of equipment and disks
- Start up and shut down the computer system properly
- Visually locate the home-row keys
- Use correct fingering for enter, tab, Y (yes), N (no), and space bar
- Visually locate the alphabetic keys
- Sit up straight with feet flat on the floor (emphasize ergonomics)
- Make sure hands are clean
- Demonstrate proper hand placement and wrist position

Grades 4-5

Reinforce objectives of Grades K-3

- Learn and perform touch keyboarding accurately
- Use good techniques (sit up straight, feet flat on the floor, fingers curved, and wrists slightly raised off the keyboard frame—emphasize ergonomics)
- Key, save, and print word lists, sentences, paragraphs, and stories
- Check for errors
- Begin keyboard composition by responding to questions

Grades 6-8

Reinforce objectives of Grades K-5

- Develop speed with accuracy by touch
- Perform touch numeric/symbol keying on the keyboard
- Use keyboarding skills in other classes
- Compose, save, and print stories at the keyboard
- Use the Internet to locate information
- Create and format letters and reports
- Check for spelling and grammar errors and correct all work

Grades 9-12

Reinforce objectives of Grades K-8

- Further develop speed with accuracy by touch
- Perform touch numeric keying on the keypad accurately
- Integrate keyboarding skills across the curriculum
- Use the Internet to communicate with others, locate information, and prepare oral and written reports
- Format, edit, and enhance letters, reports, resumes, and other documents
- Run spell check, grammar check, and proofread all work before printing



In-service training should acquaint elementary and middle school teachers with proper technique and keyboarding instructional methodology. This will enable *all teachers* to reinforce the principles of touch keyboarding technique and correct posture whenever students are involved in computer-based, subject-matter appropriate instructional activities, whether they are directly involved with teaching keyboarding or not. Team teaching can be utilized to team the subject matter classroom teacher with the keyboarding teacher to enhance student learning through engaged learning activities.

Throughout the instructional cycles and at each grade level, students must constantly be involved in activities designed to reinforce the proper touch technique. Students who have learned to use the touch technique prior to entry into high school should be required to pass a keyboarding proficiency test. This test should be used to move students who already know how to use the touch technique past the beginning instructional units and into advanced skill development. Keyboarding skill must become a prerequisite for all computer courses offered. Officially recognized as such by the State Board of Education in Illinois, keyboarding is an essential form of communication and a prerequisite for all career and technical education programs. It is hoped, therefore, that the percentage of schools acknowledging the need for keyboarding instruction by incorporating it into graduation requirements will continue to increase.

Helpful Resources:

- Teacher-training workshops
- Resource materials
- www.ibea.org
- IBEA listserv
- IBEA Fall Conference