





Grade 6 Keyboarding

Month	Content	Skills
	<p>Week 1: Proper Technique at the Keyboard Using the Touch-Type Method</p> <p>Home Row keys</p> <p>Week 2: Letters H, E, I, R, O, T, N, G</p>	<p>Position both hands in the home row position</p> <p>Sit up straight in the chair</p> <p>Curve wrists</p> <p>Look at the copy</p>
	<p>Week 3: Left Shift, period key, U, C, W,</p> <p>Week 4: Right Shift, B, Y, M, X, P,</p> <p>Week 5: V, Q, comma key, Z, colon key,</p> <p>Week 6: caps lock key, ?, tab</p>	<p>Reach from home row keys with the proper finger to keyboard all the alphabetic letters of the keyboard</p> <p>Space correctly after marks of punctuation </p>
	<p>Week 7: Number row on the alphanumeric keyboard (8 and 1, 9 and 4, 0 and 5, 7 and 3, 6 and 2)</p> <p>Week 8: Symbols on the alphanumeric keyboard (diagonal, dollar sign, percent sign, hyphen, dash, pound symbol, ampersand, parenthesis, apostrophe, quotes, underline, asterisk, brackets, plus sign, equal sign, less than/greater than)</p> <p>Week 9: Ten keypad</p> <p>Words, sentences, and paragraphs composition at the keyboard</p> <p>1-minute timings</p> <p>Keyboarding speed and accuracy improvement</p> <p>Proper techniques of the touch-type method of keyboarding</p> <p>Demonstrate the proper techniques of the touch-type method on the ten keypad</p> <p>Basic word processing principles in Word</p>	<p>Reach from home row keys with the proper finger to keyboard all the number keys on the top row of the keyboard</p> <p>Space correctly before and after the symbol keys </p> <p>Use the home row position on the keypad to enter numerical data using the ten keypad demonstrating proper finger-to-key technique</p> <p>Demonstrating correct spelling and proper grammar and punctuation rules, create a spontaneous composition </p> <p>Using the accompanying keyboarding software students will type from the handout as many words as possible</p> <p>Through various speed building and accuracy improvement drills students will practice their keyboarding skills to increase their gross words a minute and to decrease their errors</p> <p>Test the cognitive skills learned during first quarter through use of the quarter exam </p> <p>Using documents created in Word learn the basic functions of a word processor: cut, paste, save, print, open a file, spellcheck, line spacing, bold, underline, italics</p>