

# Proper Keyboarding Techniques

## Summary

Students will be introduced to the 7 proper keyboarding techniques needed to keyboard. These techniques will help them to complete the other standards in 3rd grade keyboarding.

## Time Frame

1 class periods of 30 minutes each

## Group Size

Large Groups

## Life Skills

Communication, Employability

## Materials

Computer, Projector, Screen, PowerPoint Presentation

## Background for Teachers

<http://www.uen.org/core/core.do?courseNum=2033> Teacher must be familiar with the proper keyboarding techniques

## Student Prior Knowledge

None

## Intended Learning Outcomes

Students will be able to tell you the proper keyboarding techniques and why they are important. Students will be able to show you the proper keyboarding techniques. During keyboarding lessons and timings.

## Instructional Procedures

Teacher will introduce the importance of proper keyboarding techniques by showing the PowerPoint presentation and also modeling the proper techniques.

## Strategies for Diverse Learners

Students will have the opportunity to use a foot stool that has been made in different sizes to allow their feet to be flat while keyboarding. Students also with hand disabilities will be able to use the keyboard that will best allow them to keyboard.

## Assessment Plan

Students will be asked to keyboard a paper while the assessment is being given. Also a timing will be given for another assessment.

## Authors

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