

Appendix H

Plano Independent School District Elementary Keyboarding Skills

The intent of a formal approach to teaching keyboarding is not to produce a skilled typist but rather to help the student become more efficient in using the computer. It is designed to teach proper keyboarding techniques and familiarize the student with the location of various alphabetical characters, numbers and some computer function keys. Efficient keyboarding is essential for using word processing, database, desktop publishing, telecommunications, multimedia and other applications. It is important that children learn proper manipulation of the keyboard to increase their proficiency and motivation in daily computer applications. Keyboarding is a crucial component of using computers as an integrated learning tool.

Rationale: Students need instruction and practice in keyboarding to be more proficient users of technology.

The K-5 Keyboarding Committee recommendations regarding keyboarding instruction for each student are as follows:

- A: Observing Teacher Modeling of Skills**
- B: Practicing Skills With Teacher Guidance**
- C: Utilizing Skills With Minimal Teacher Support**
- D: Applying Skills Independently**
- X: Not Covered**

Objectives:	K	1st	2nd	3rd	4th	5th
Understand that the keyboard is a data input device.	A/B	B	C	D	D	D
Identify keys on the right and left side of the keyboard.	A/B	B/C	C/D	C/D	D	D
Recognize letters on the keyboard as capital letters.	A/B	B/C	D	D	D	D
Recognize that letters typed on the keyboard are lower case unless the Shift Key is used.	A/B	B/C	C/D	D	D	D
Learn the location and function of these keys: Enter, Esc, Spacebar, Shift, Arrows, Return, and Backspace.	A/B	B/C	C/D	D	D	D
Learn the location and function of the Tab Key.	A	A	A/B	C/D	D	D
Identify and properly use the mouse.	A/B	B/C	C/D	D	D	D
Locate, identify and use letter, number, and punctuation keys.	A/B	A/B	C	C	D	D
Use correct posture.	A/B	B/C	C/D	C/D	D	D
Use "single-click," "double click,"	A/B	B/C	C/D	C/D	D	D



Objectives:	K	1st	2nd	3rd	4th	5th
and "click-and-drag" functions of the mouse.						
Use left hand on the left side of the keyboard.	A	A/B	B	B/C	D	D
Use the right hand on the right side of the keyboard.	A	A/B	B	B/C	D	D
Use both hands simultaneously on the keyboard.	A	A/B	A/B	B	B/C	D
Use the thumb on the spacebar.	A	A	B	B/C	D	D
Use correct hand-finger, homerow, and pairing of fingers.	A	A	A/B	B	C/D	D
Use correct technique for key striking and keying by touch.	A	A	A	A/B	B/C	C/D
Enter data at a rate of 11-15 words per minute.	A	A	A	A/B	C/D	D

Plano Independent School District Elementary Technology Competency Skills

Rationale: Students need ongoing instruction and practice using microcomputers and other media tools to be proficient users of technology.

The K-5 Keyboarding Committee recommendations regarding technology competency instruction for each student are as follows:

- A: Observing Teacher Modeling of Skills**
- B: Practicing Skills With Teacher Guidance**
- C: Utilizing Skills With Minimal Teacher Support**
- D: Applying Skills Independently**
- X: Not Covered**

Objectives:	K	1st	2nd	3rd	4th	5th
Show respect for computer hardware.	A/B/C/D	A/B/C/D	C/D	D	D	D
Show respect for computer software.	A/B/C/D	A/B/C/D	C/D	D	D	D
Understand and comply with the District Acceptable Use Guidelines.	A/B/C/D	A/B/C/D	C/D	D	D	D
Identify the following components of a computer system; CPUs, monitor, mouse, mouse pad, sound device, earphones, and keyboard.	A/B	A/B	B/C	C/D	D	D
"Log in" and "log out."	A/B/C/D	D	D	D	D	D
Open a program by "double	A/B/C/D	C/D	D	D	D	D



Objectives:	K	1st	2nd	3rd	4th	5th
clicking" on an icon.						
Use the mouse to control the cursor.	A/B/C/D	C/D	D	D	D	D
Use the arrow keys to control the cursor.	A/B/C/D	C/D	D	D	D	D
Use appropriate items on a menu bar e.g., "Print" and "Save."	A/B	B/C	C/D	C/D	D	D
Resize pictures.	A	A	A/B	B/C	C/D	D
Change font color and size.	A/B	A/B	C/D	C/D	D	D
Use correct spacing between words.	A/B	A/B	B/C	C/D	D	D
Use correct spacing following punctuation.	A/B	A/B	B/C	C/D	D	D
Use spell check.	A	A/B	B/C	C/D	D	D
Open a saved file.	A	A/B/C	C/D	C/D	D	D
Name and save a file.	A	A/B/C	C/D	C/D	D	D
Add graphics to a composition.	A/B	A/B/C	C/D	C/D	D	D
Use the tool icons such as: bold, italicize, underline, paragraph indent, and justification.	A	A/B	B/C	B/C	C/D	D
Understand and use the cut, copy, and paste information.	A	A/B	A/B	B/C	C	D
Add text boxes.	A	A	A	A/B	B/C	C/D
Use an Internet browser for locating information.	A	A	A/B	B/C	B/C	C/D
Open, close and restore Windows.	A	A	A/B	C/D	D	D
Access information on a CD ROM drive.	A/B	A/B	A/B/C	C/D	D	D
Access and use an existing spreadsheet and data base.	X	A	A	A/B	B/C	C/D
Use a VCR.	A	B/C	C	C/D	C/D	D
Use a scanner.	X	A	A	B	C	C
Use a calculator.	A	A/B/C	C/D	C/D	D	D
Use a bar code reader.	A	B/C	C/D	C/D	D	D
Use a laserdisc player.	A	A/B	B/C	B/C	C/D	C/D
Use a tape recorder.	A/B/C	C/D	D	D	D	D
Use a digital camera to take pictures.	A	A	A/B	C/D	D	D
Use a video camera.	A	A	A/B	C/D	D	D
Use multimedia software, e.g., HyperStudio and PowerPoint.	A/B/C	A/B/C/D	C/D	C/D	D	D

