

Keyboarding: Grade 3

Adopted 2002

Grade 3 Keyboarding

1 The student will demonstrate correct keyboarding techniques.

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- a. Sit up straight.
- b. Center body to the "h" key with elbows at sides.
- c. Place feet for balance.
- d. Curve fingers over the home keys.
- e. Keep wrists off the keyboard.
- f. Keep eyes on printed copy.
- g. Key by touch.

2 The student will know the purpose of correct keyboarding techniques.

- a. Describe limitations of poor techniques.
- b. List advantages of good techniques.

2 The student will use correct fingering while keying the introduced keys.

- 1 Demonstrate the correct key reaches for all alphabet letters.
 - a. Use correct keystroke techniques for the letter keys.
- 2 Demonstrate correct fingering for and correct usage of the space bar, enter key, shift keys, backspace/delete key, and tab key.
 - a. Tap the SPACE BAR with the right thumb
 - b. Hit the ENTER/RETURN key with the right little finger.
 - c. Use the LEFT SHIFT key when capitalizing right hand letters.
 - d. Use the RIGHT SHIFT key when capitalizing left hand letters.
 - e. Strike the BACKSPACE/DELETE key with the right little finger.
 - f. Tap the TAB key with the left little finger.
- 3 Demonstrate correct fingering for and correct usage of the period, comma, and the question mark.
 - a. Strike the PERIOD with the right ring finger.
 - b. Strike the COMMA with the right middle finger.
 - c. Key a QUESTION MARK by holding down the left shift key with the left little finger and striking the question mark with the right little finger.
 - d. Demonstrate spacing rules when keying a period.
 - e. Demonstrate correct spacing when keying a comma.
 - f. Demonstrate correct spacing when keying a question mark.

3 The students will key accurately from dictation and printed copy.

- 1 The student will key letters, short words, and phrases from dictation.
- 2 The student will key drills from printed text.

4 The student will demonstrate correct keyboarding techniques with minimum speed and accuracy on 30-second timed writings.

- 1 The students will achieve minimum keyboarding competency on 30-second timed writings.
 - a. Key at a minimum of 15 words per minute (WPM) on at least three 30-second timings.
 - b. Key at 3 or fewer errors on 30-second timings.
 - c. Key without using the backspace/delete key on timings.