

Keyboarding: Grade 4

Adopted 2002

Grade 4 Keyboarding

- 1 The student will demonstrate correct keyboarding techniques while increasing speed and maintaining accuracy.**
 - 1 The student will achieve minimum keyboarding competency on 30-second timed-writings.
 - a. Key at a minimum speed of 20 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.