

Keyboarding: Grade 6

Adopted 2002

Grade 6 Keyboarding

1 The student will demonstrate correct keyboarding techniques while increasing speed and maintaining accuracy.

- 1 The student will achieve minimum keyboarding competency on one- or two-minute timed writings.
 - a. Key at a minimum speed of 27 words per minute (WPM) on at least 3 one- or two-minute timings.
 - b. Key at 2 or fewer errors per minute.
 - c. Key without using the backspace/delete key on timings.

2 The student will use the computer 10-key pad.

- 1 On the 10-key pad, the student will demonstrate correct techniques in keying the numbers, decimal, enter, and arithmetic keys.
 - a. Demonstrate correct fingering for each number on the key pad.
 - b. Demonstrate correct fingering for decimal and enter keys.
 - c. Demonstrate correct fingering the the arithmetic keys.

3 The student will be able to identify and use proofreader's marks.

- 1 The student will be able to identify and use the following common proofreader's marks:
 - TransposeInsertLowercaseCapitalizeParagraphAdd a SpaceMove LeftMove RightDeleteInsert a Period
 - 2 The student will be able to use common proofreader's marks.
 - a. Key from copy that has been corrected using common proofreader's marks
 - b. Use common proofreader's marks to correct keyed copy