

# Keyboarding 9 Week Course: Grades 5, 6

Adopted 2006

## Basic Knowledge

### 1.1 Define terminology

1. Prepare a list of terms with definitions 1.1.1
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### 1.2 Explain the correct keyboarding techniques

1. Demonstrate the proper techniques necessary for operation of the keyboard 1.2.1
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### 1.3 Explain proper care of keyboarding equipment

1. Recall proper care of keyboarding equipment 1.3.1
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### 1.4 Identify computer equipment parts

1. Recall computer equipment parts 1.4.1
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### 1.5 Explain functions of computer equipment parts

1. Demonstrate knowledge of functions of computer equipment parts 1.5.1
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### 1.6 Identify home row keys and correct finger placement

1. Demonstrate correct finger placement on home row keys 1.6.1
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### 1.7 Identify alphanumeric keys/symbols, using the touch method

1. Demonstrate touch method to alphanumeric keys/symbols 1.7.1
  2. Discuss key words, phrases, sentences, and paragraphs 1.7.2
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### 1.8 Explain basic service keys and their correct usage

1. Demonstrate knowledge of basic service keys and their correct usage 1.8.1
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### 1.9 Explain correct spacing following punctuation marks

1. Demonstrate knowledge of spacing rules, and apply to task 1.9.1