Keyboarding and Beyond

Course Essential Questions (from Phase I report):

Can Basic Word Processing and Beyond (keyboarding/Microsoft Office skills) increase technological knowledge and improve technology skills needed to enhance the presentation of information in a variety of formats that are needed for high school and college classes.

- Will the students develop touch typing skills and techniques using the daily lessons and drills?
- What are the essential Microsoft Office 2007 skills?
- How do you use the graphical interface of each program?
- How do you create letters, memos, newsletters, tables, and Web Pages within Word 2007?
- How do you change the look and style of documents created within Word 2007?
- How do you organize and calculate data and create charts or graphs within Excel 2007
- How can you use Microsoft Office to help you communicate?

Phase II Curriculum

Unit 1: Keyboarding—Touch fingering the alpha keys.

Essential Questions:	Essential Understanding:
- What are the correct reaches with the left hand? - What are the correct reaches with the right hand? - What is the correct posture at the keyboard?	- Keyboarding is a process of using touch fingering techniques to enter alphanumeric data. - Keyboarding involves mental processes as well as finely coordinated muscle movements. - Correct posture will improve typing speed.

Curriculum Standards

Keyboarding is not included as a separate standard in the Michigan Educational Technology Standards for Students, for grades 6 – 8. Keyboarding is also not included in the Grades PK-2 Michigan Technology Standards.

Knowledge/Content Students will know about....	Skills/Processes Students will be able to......
- Students will know the home position for the fingers of the left and right hand. - Students will know the correct reaches to the alpha keys including the comma, period, and slash from the home position. - Students will know about proper posture at the keyboard.	- Students will be able to touch type the alpha keys including the comma, period, and slash. - Students will be able to demonstrate proper posture at the keyboard.

Phase II Curriculum

Unit 2: Keyboarding--Typing the symbols.

Essential Questions:	Essential Understanding:
- What are the correct fingers for making the reaches to the number/symbol keys? - What is the correct use and spacing of the symbols on the keyboard?	There is a proper spacing technique to be used before and after each symbol on the keyboard.

Curriculum Standards

Same as above.

Knowledge/Content Students will know about....	Skills/Processes Students will be able to......
Students will know how to space before or after each symbol on the keyboard.	Students will be able to properly space before and after the symbols on the keyboard.