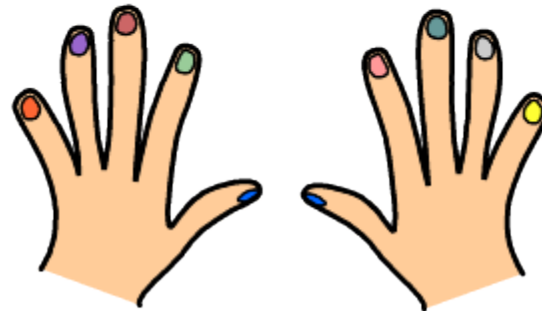


# *Keyboarding*

## *2018 - 2019*



*Ms. Penny Friend*

Time Frame	Unit Titles/Content	Objectives (Competencies) to be included from Virginia Department of Education	Notes
Week 1	<ul style="list-style-type: none"> <li>✓ Class Procedures and Course Objectives</li> <li>✓ Parts of the Computer System</li> <li>✓ Learning about the Desktop</li> </ul>	<ul style="list-style-type: none"> <li>• Make introductions, rules, class procedure</li> <li>• Identify computer system components</li> </ul>	<ul style="list-style-type: none"> <li>- Class rules, Computer/Internet use rules, letter to parents</li> <li>- introduction of students</li> <li>- Parts of the computer booklet</li> <li>- activities using vocabulary of computer parts</li> <li>- Look software and control panel</li> </ul>
Week 2	<ul style="list-style-type: none"> <li>✓ Introduction to MicroType 4 <i>(This keyboarding program is completed by the students throughout the grading period.)</i></li> <li>✓ Intro to Word Processing</li> <li>✓ Kinds of Toolbars</li> </ul>	<ul style="list-style-type: none"> <li>• Boot, access, and exit operating system and software</li> <li>• Manipulate data/software/operating system using function keys, icons, bars, and pull down menus</li> <li>• Input data and commands using peripherals</li> <li>• Use file and disk management techniques, such as copy, move, store, rename, retrieve, save, delete, and create directories</li> <li>• Teach and improve keyboarding technique</li> <li>• Improve keyboarding speed and accuracy</li> <li>• Key alphabetic, numeric, and symbol information using a touch system and correct technique</li> </ul>	<ul style="list-style-type: none"> <li>-Pull-down menus</li> <li>-Kinds of WP and purposes</li> <li>- Proper form and hand position</li> <li>- home keys</li> <li>- explanation of different toolbars and their function</li> <li>- demonstrate toolbars using projector</li> <li>- having students point to toolbars on the screen</li> </ul>
Week 3	<ul style="list-style-type: none"> <li>✓ Journals <i>(Journals are used throughout the grading period to enhance keying and writing skills.)</i></li> <li>✓ Workstation and Computer Maintenance</li> </ul>	<ul style="list-style-type: none"> <li>• Proofread copy.</li> <li>• Edit copy.</li> <li>• Maintain work station, equipment, materials, and supplies</li> <li>• Describe ergonomic guidelines related to safe computer use</li> </ul>	<ul style="list-style-type: none"> <li>- Introduce the concept of writing Journals</li> <li>- talk about the importance of keeping workstation clean and organized</li> <li>- discuss safety issues</li> <li>- Review care poster</li> <li>-clean work areas</li> </ul>
Week 4	<ul style="list-style-type: none"> <li>✓ Use a network</li> <li>✓ Disk vs. Memory</li> </ul>	<ul style="list-style-type: none"> <li>• Learn to use windows, disks, folders, and files.</li> <li>• History of disk devices, sizes,</li> </ul>	<ul style="list-style-type: none"> <li>- Compare/contrast computer devices &amp; types of storage.</li> <li>- Use hardware ‘treasure chest’</li> </ul>

Time Frame	Unit Titles/Content	Objectives (Competencies) to be included from Virginia Department of Education	Notes
Week 5	<ul style="list-style-type: none"> <li>✓ Formatting Text</li> <li>✓ Using the Drawing Toolbar</li> </ul>	<ul style="list-style-type: none"> <li>• Key and format stories, paragraphs, and journals using the English writing process steps.</li> <li>• Produce documents incorporating simple graphic elements.</li> </ul>	<ul style="list-style-type: none"> <li>- bold, italics, underline,</li> <li>- fonts and point size</li> <li>-text alignment</li> <li>- Inserting Graphics, Lines, AutoShapes, and WordArt.</li> <li>- Synonyms/Antonyms</li> <li>- Shapes and Colors Activities</li> </ul>
Week 6	<ul style="list-style-type: none"> <li>✓ Using Spelling and Grammar Check</li> </ul>	<ul style="list-style-type: none"> <li>• Obtain assistance for preparing documents via electronic and hard copy references and documentation (help screens, spell check, user’s manual, dictionary, grammar check, thesaurus, Internet search)</li> </ul>	<ul style="list-style-type: none"> <li>- Use office assistance,</li> <li>- Create Word Search</li> <li>-Student name scramble</li> </ul>
Week 7 Week 8 Week 9	<ul style="list-style-type: none"> <li>✓ Letter Writing</li> <li>✓ Creating Tables</li> <li>✓ Career Exploration</li> </ul>	<ul style="list-style-type: none"> <li>• Key and format letters, memoranda, reports outlines, and tables.</li> <li>• Introduction to careers</li> </ul>	<ul style="list-style-type: none"> <li>- Use drill book for example letters</li> <li>- Letter writing activities</li> <li>- Tic-Tac-Toe</li> <li>- Online career activities</li> </ul>