

## Middle School Keyboarding Curriculum Comparison

6th Grade Keyboarding	Keyboarding 1	Keyboarding Applications
<b>Grade</b> 6	<b>Grades</b> 7-9	<b>Grades</b> 7-12
<b>Prerequisite</b> None	<b>Prerequisite</b> None	<b>Prerequisite</b> Keyboarding 1 or competency of 25 WPM touch typing
<b>Keyboarding</b> Correct keyboarding technique: <ul style="list-style-type: none"> <li>•Feet positioned for balance</li> <li>•Center body to the “h” key with elbows at sides</li> <li>•Sit up straight</li> <li>•Curve fingers over the home keys</li> <li>•Keep wrists off the keyboard</li> <li>•Keep eyes on printed copy</li> <li>•Key by touch</li> <li>•Key with a smooth rhythm</li> </ul> - while increasing speed and accuracy	<b>Keyboarding</b> Correct touch keyboarding technique: <ul style="list-style-type: none"> <li>•Feet positioned for balance</li> <li>•Center body to the “h” key with elbows at sides</li> <li>•Sit up straight</li> <li>•Curve fingers over the home keys</li> <li>•Keep wrists off the keyboard</li> <li>•Keep eyes on printed copy</li> <li>•Key by touch</li> </ul> - develop and improve keystroking speed and accuracy	<b>Keyboarding</b> Correct touch keyboarding technique: <ul style="list-style-type: none"> <li>•Feet positioned for balance</li> <li>•Center body to the “h” key with elbows at sides</li> <li>•Sit up straight</li> <li>•Curve fingers over the home keys</li> <li>•Keep wrists off the keyboard</li> <li>•Keep eyes on printed copy</li> <li>•Key by touch</li> </ul> - improve speed and accuracy
<b>Minimum keyboarding competency on 1 or 2 min timed test:</b> <ul style="list-style-type: none"> <li>•27 WPM</li> <li>•2 or fewer errors per min</li> <li>•No backspace/delete key</li> </ul>	<b>Minimum keyboarding competency on 2 min timed test:</b> <ul style="list-style-type: none"> <li>•After 9 weeks: 95% high frequency words, 25 WPM, 6 or fewer errors</li> <li>•End of semester: 90% high frequency words, 35 WPM, 4 or fewer errors</li> </ul>	<b>Minimum keyboarding competency on 2 min timed writing:</b> <ul style="list-style-type: none"> <li>•After 9 weeks: 85% high frequency words, improve entry speed by 4-8 WPM, 2 or fewer errors</li> <li>•End of semester: 80% high frequency words, improve 1st term speed by 4-8 WPM, 2 or fewer errors</li> </ul>
<b>Composition</b> None	<b>Composition</b> Demonstrate composition skills at the keyboard <ul style="list-style-type: none"> <li>- Key composition exercises from teacher prompt</li> <li>- Compose sentences, short paragraphs, stories</li> </ul>	<b>Composition</b> Demonstrate composition skills at the keyboard <ul style="list-style-type: none"> <li>- Compose sentences, short paragraphs, and stories</li> <li>- Compose emails, letters, fax cover sheets, etc.</li> <li>- Create a variety of documents:               <ul style="list-style-type: none"> <li>•Reports</li> <li>•Letters (personal and business)</li> <li>•Memos</li> <li>•Emails</li> <li>•Fax</li> <li>•Labels</li> <li>•Envelopes</li> </ul> </li> </ul>

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<b>10-Key Pad</b> <ul style="list-style-type: none"> <li>•Numbers</li> <li>•Decimals</li> <li>•Enter</li> <li>•Arithmetic keys</li> </ul>	<b>10-Key Pad</b> <ul style="list-style-type: none"> <li>•Numbers</li> </ul>	<b>10-Key Pad</b> None
<b>Proofreader's Marks</b> <ul style="list-style-type: none"> <li>- Identify and use proofreader's marks:               <ul style="list-style-type: none"> <li>•Transpose</li> <li>•Insert</li> <li>•Lowercase</li> <li>•Capitalize</li> <li>•Paragraph</li> <li>•Add a Space</li> <li>•Move Left</li> <li>•Move Right</li> <li>•Delete</li> <li>•Insert a Period</li> </ul> </li> <li>- Use proofreader's marks to correct a keyed copy.</li> <li>- Key from a copy that has been corrected using proofreader's marks.</li> </ul>	<b>Proofreader's Marks</b> <ul style="list-style-type: none"> <li>- Edit documents using proofreader's marks</li> <li>- Proofread and make corrections using word processing software</li> <li>- Make spelling and punctuation corrections on a variety of documents</li> </ul>	<b>Proofreader's Marks</b> <ul style="list-style-type: none"> <li>- Recognize and use proofreader's marks</li> <li>- Identify and correct errors</li> <li>- Demonstrate good editing skills</li> <li>- Read copy for content and meaning</li> <li>- Use correct grammar, punctuation, capitalization, and number expression</li> </ul>

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<p><b>Word Processing</b> None</p>	<p><b>Word Processing</b> Basic Functions:  <ul style="list-style-type: none"> <li>•Open</li> <li>•Close</li> <li>•Save</li> <li>•Save as</li> <li>•Print</li> </ul>                     Editing and Formatting Functions:  <ul style="list-style-type: none"> <li>•Copy</li> <li>•Move</li> <li>•Paste</li> <li>•Font</li> <li>•Line spacing</li> <li>•Alignment</li> <li>•Margins</li> <li>•Word wrap</li> <li>•Bullets</li> <li>•Outlines</li> <li>•Numbering</li> </ul> </p>	<p><b>Word Processing</b> File Functions:  <ul style="list-style-type: none"> <li>•Open</li> <li>•Close</li> <li>•Save</li> <li>•Save as</li> <li>•Print</li> <li>•Page Setup</li> </ul>                     Formatting Functions:  <ul style="list-style-type: none"> <li>•Font sizes and styles</li> <li>•Line spacing</li> <li>•Justification</li> <li>•Variable top, bottom, left, right margins</li> <li>•Word wrap</li> <li>•Bullets</li> <li>•Outline features</li> </ul> <ul style="list-style-type: none"> <li>•Spell check</li> <li>•Thesaurus</li> </ul>                     Create Tables                      Report Functions:  <ul style="list-style-type: none"> <li>•Page numbering</li> <li>•Page number suppress</li> <li>•Widow/orphan protection</li> <li>•Enumerated items</li> <li>•Bibliography (references)</li> <li>•Works cited</li> <li>•Title pages</li> <li>•Table of contents</li> </ul> </p>