

**COURSE: 12-1-1 Keyboarding**  
**GRADE LEVEL: 9 - 12**

MAIN/GENERAL TOPIC:	SUB-TOPIC:	ESSENTIAL QUESTIONS:	WHAT THE STUDENTS WILL KNOW OR BE ABLE TO DO:	SKILLS:	WHEN STUDENT DOES IT:	ASSESSMENTS:
KEYBOARDING	Appropriate keyboard finger placement	<ul style="list-style-type: none"> <li>What are the basic elements students need to know to efficiently use a computer?</li> </ul>	<ul style="list-style-type: none"> <li>Demonstrate correct keying skills for the keyboard</li> </ul>	<ul style="list-style-type: none"> <li>Home row positions</li> <li>Basic computer skills</li> </ul>	End of April (after spring break)	Teacher observations
	Word processing	<ul style="list-style-type: none"> <li>What is the importance of word processing?</li> </ul>	<ul style="list-style-type: none"> <li>How to format a resume</li> <li>How to format a business letter</li> </ul>	<ul style="list-style-type: none"> <li>Identify the information needed in a resume</li> <li>Compose and save a resume</li> <li>Format/save an appropriate business letter</li> </ul>	April	Completed resume  Completed business letter
	Basic functions of the word processor	<ul style="list-style-type: none"> <li>What features of the word processor does a person need to know?</li> </ul>	<ul style="list-style-type: none"> <li>Gain typing speed</li> <li>Learn to set margins, use menu bar, save and open/close files, grammar/spell check, font, etc.</li> </ul>	<ul style="list-style-type: none"> <li>Basic keyboarding skills</li> <li>Application of knowledge</li> </ul>	April	Timed writing  Teacher observation
	Advanced functions of the word processor	<ul style="list-style-type: none"> <li>What skills are needed to format simple tables and reports?</li> </ul>	<ul style="list-style-type: none"> <li>Use default tabs, clear old tabs, set new tabs</li> <li>Using numbers and bullets</li> <li>Centering; horizontally and vertically</li> <li>Using paragraph indenting (first line indenting)</li> <li>Copy, cut and paste within documents and between documents</li> <li>Save to flash drive, hard drive, etc.</li> </ul>	<ul style="list-style-type: none"> <li>Listen and follow directions using basic keyboarding skills</li> </ul>	May	Completed composition  Teacher observation  Presentations

INTERNET USAGE		<ul style="list-style-type: none"> <li>• What is the importance of the internet in our lives?</li> <li>• What is internet safety?</li> </ul>	<ul style="list-style-type: none"> <li>• Know how to use different search engines</li> <li>• Use the internet to look for specific information</li> <li>• Know internet survival tips for using the web</li> </ul>	<ul style="list-style-type: none"> <li>• Identify various search engines available</li> <li>• Use search engines to research various topics</li> </ul>	May	<ul style="list-style-type: none"> <li>• Class project</li> </ul>
POWER POINT USAGE		<ul style="list-style-type: none"> <li>• What are the uses of Power point and how can it be used effectively?</li> </ul>	<ul style="list-style-type: none"> <li>• Basic functions of power point</li> <li>• Create new slides</li> <li>• Insert text, clip art, pictures, video clips</li> <li>• Create backgrounds, make slide transitions, custom animation</li> </ul>	<ul style="list-style-type: none"> <li>• Set up presentations that utilize information from various sources</li> <li>• Save presentation on flash drive, computer or network</li> </ul>	May to June	<ul style="list-style-type: none"> <li>• Power point presentation rubric</li> </ul>