



# KEYBOARDING BASICS

## Unit 1

Student Name: \_\_\_\_\_ Period: \_\_\_\_\_ Teacher: \_\_\_\_\_

Criteria	4- Consistently Meets and at Times Exceeds	3- Meets Most of the Time	2- Meets Some of the Time	1- Continued Practice Needed
<b>Upper Body Posture:</b>  Straight upper body. Body is within hand span of keyboard. Body centered in front of the "J" key.				
<b>Lower Body Posture:</b>  Hips touch back of chair. Feet are flat on floor.				
<b>Hand/Finger Position:</b>  Demonstrates correct hand position over home row. Strikes keys with tips of fingers.				
<b>Palm Position:</b>  Keeps palms off desk and/or keyboard.				
<b>Keying Rhythm:</b>  Maintains a steady keying rhythm.				
<b>Accuracy:</b>  Finished work is at an accuracy rate of <b>95%</b> or better.				
<b>Speed:</b>  Student maintains the average class keying pace of 25 words per minute with 2 or less errors.				
<b>Effort:</b>  Student is on-task and focused.				
<b>Add Up Overall Scores -----&gt;</b>				

Your Score \_\_\_\_\_  
Total Possible Score \_\_\_\_\_

Teacher Comments:



# KEYBOARDING BASICS

Sections 1.1-1.20

Student Name: \_\_\_\_\_ Period: \_\_\_\_\_ Teacher: \_\_\_\_\_

Criteria	4- Consistently Meets and at Times Exceeds	3- Meets Most of the Time	2- Meets Some of the Time	1- Continued Practice Needed
Demonstrates correct posture and position at the keyboard. <b>(1.1)</b>				
Learns the "Home Row" (A,S,D,F,J,K,L,;), SPACE BAR, and ENTER keys. <b>(1.1) (NETS 1b)</b>				
Demonstrates correct touch-system techniques for alphabetic keys. <b>(1.2-1.20) (NETS 1b)</b>				
Learns the H, E, and O keys. <b>(1.2) (NETS 1b)</b>				
Learns the M, R, and I keys. <b>(1.3) (NETS 1b)</b>				
Learns the T, N, and C keys. <b>(1.5) (NETS 1b)</b>				
Learns the V, RIGHT SHIFT, and period (.) keys, and spacing with the period. <b>(1.6) (NETS 1b)</b>				
Determines speed in words per minute (WPM). <b>(1.6)</b>				
Learns the W, comma (,), G keys, and spacing with a comma. <b>(1.7) (NETS 1b)</b>				
Improves speed and accuracy. <b>(1.8) (NETS 1b)</b>				
Strengthens reaches to third, home and bottom rows. <b>(1.8)</b>				
Learns the B, U, and LEFT SHIFT keys. <b>(1.9) (NETS 1b)</b>				
Learns the Q and / (slash or diagonal) keys. <b>(1.10) (NETS 1b)</b>				
Learns the apostrophe (') and the quotation mark (") keys. <b>(1.11) (NETS 1b)</b>				
Improves keyboarding skills. <b>(1.12) (NETS 1b)</b>				
Learns the P and X keys. <b>(1.13) (NETS 1b)</b>				
Learns the Y and TAB keys. <b>(1.14) (NETS 1b)</b>				

Criteria	4- Consistently Meets and at Times Exceeds	3- Meets Most of the Time	2- Meets Some of the Time	1- Continued Practice Needed
Learns the Z and colon ( : ) keys. <b>(1.15) (NETS 1b)</b>				
Keys WPM 25/1'/2e (25 words per minute for 1 minute with 2 errors) or better. <b>(1.16) (NETS 1b)</b>				
Learns the ? key. <b>(1.17) (NETS 1b)</b>				
Uses the CAPS LOCK key for all-capital letters. <b>(1.17) (NETS 1b)</b>				
Demonstrates the ability to compose at the keyboard. <b>(1.17) (NETS 2b)</b>				
Learns the hyphen (-) and underscore (_) keys. <b>(1.18) (NETS 1b)</b>				
Keys WPM 25/1'/2e or better. <b>(1.18) (NETS 1b)</b>				
Uses correct spacing before and after punctuation. <b>(1.19 and 1.20) (NETS 1b)</b>				
Keys WPM 25/1'/2e or better. <b>(1.20) (NETS 1b)</b>				

Your Score \_\_\_\_\_

Total Possible Score \_\_\_\_\_

**Teacher Comments:**