



Ultimate Guide to Keyboarding

Middle School Student Workbook

by Ask a Tech Teacher

**ULTIMATE GUIDE TO KEYBOARDING
STUDENT WORKBOOK**

MIDDLE SCHOOL

by Ask a Tech Teacher©

ULTIMATE GUIDE TO KEYBOARDING—MIDDLE SCHOOL WORKBOOK

Second Edition 2014

Part of the Structured Learning Technology for the Classroom series

Visit the companion website at <http://askatechteacher.com> for more resources to teach keyboarding to Kindergarten-Eighth Grade

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INTRODUCTION

Your goal: Perfect your typing skills. You'll get there. We're going to help.

Just follow lessons in these workbooks and watch the videos (grades 3-8 only) if your teacher provides them. How much time will that take? Here's an estimate:

Grades 3-8 30-60 min. a week

Are you surprised you can learn to keyboard in such a short amount of time? Wait till you see how much fun it is! We give you lots of choices. You can even work with a friend, both of you on laptops, Chromebooks, or desktops (no iPads unless you have an attached keyboard).

Follow the plan. Execute it faithfully. It works.

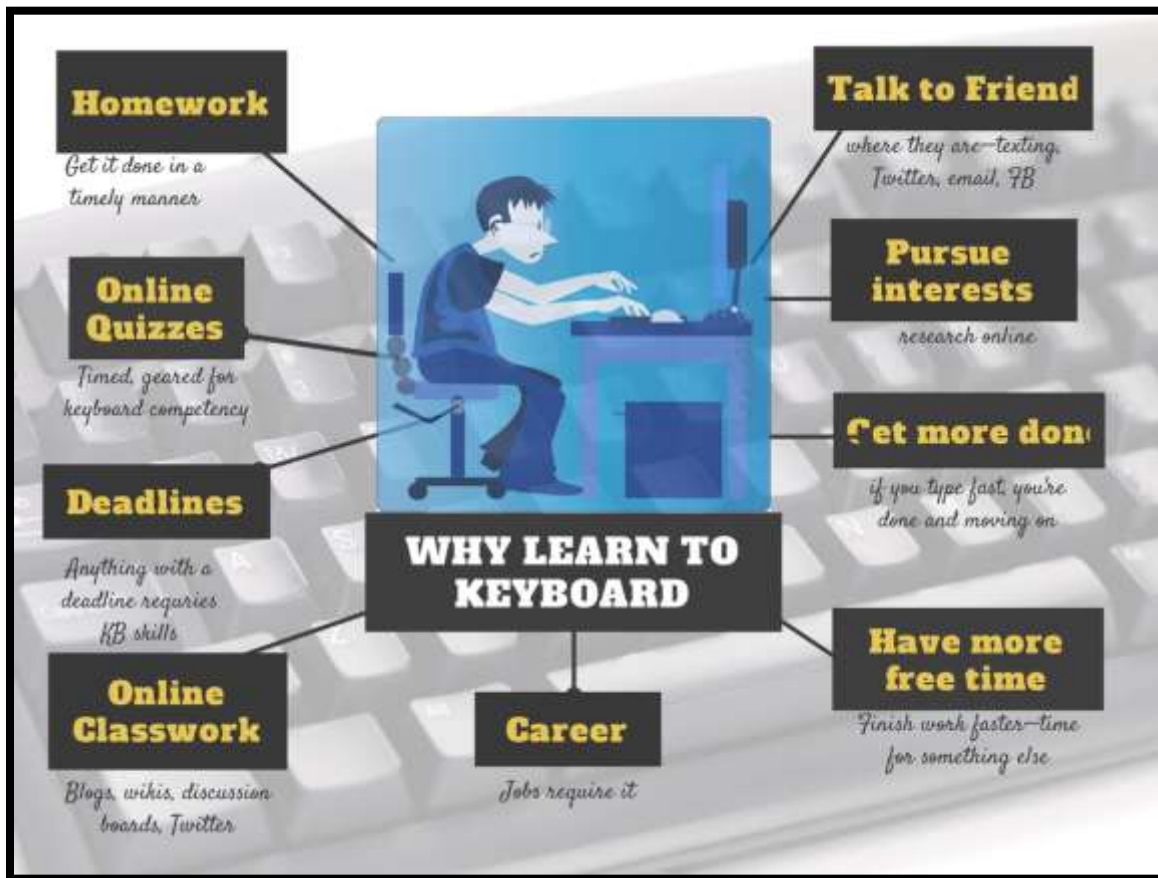
WHY LEARN KEYBOARDING?

If you've ever seen a friend struggle to type a web address or a report when they don't know where the keys are, you know why you want to learn.

There are more reasons (see Figure 1):

- *to get homework done in a timely manner*
- *to take online quizzes and tests (more common every day)*
- *to complete online classwork—blogs, wikis, websites, discussion boards*
- *to finish timed work before the clock runs out*
- *to talk with friends—email, texting, Twitter, FB*
- *to find out more about what interests you (research online)*
- *to get more done in the 24 hours in each day*
- *to have more free time to do other stuff*
- *when you get a job, they'll expect you to keyboard*

Figure 1—Why keyboard



To achieve these goals means you type fast enough to keep up with your thoughts. Follow the lessons in this series and it'll happen.

HOW TO USE THIS BOOK

- Each lesson takes 15 to 30 minutes, with an equal amount of home practice (3rd-8th grade). Your teacher will help you decide how long.
- Go month-by-month, in the order presented.
- **Green highlighted words** is new vocabulary you want to learn and use (mostly in early grades).
- When using online sites, follow digital citizenship rules discussed in class.
- Because each monthly and weekly group of activities likely will take place over multiple time periods, lessons include an underscore (____) in front of

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parts. Check off (in the manner allowed by your digital reader) what you complete and proceed from there next time you practice.

- As you finish each activity and/or skill, check it off on *Ready to Move On* (at the end of month's activities) and the grade-level checklist. Don't go to a new month until everything is completed. Then, print the *Ready to Move On* list to remember what you know.
- Your teacher may expect you to self-evaluate by updating a class spreadsheet, affirming completion of lesson tasks. Figure 2 is an example:

Figure 2—Self-assessment

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V
1	KEYBOARDING MONTH																					
2	Set-up					Month 1					Month 2					Month 3						
3	set up wiki pg	set up blog	dig note-1kg	Pol	ET	WPM	HW	TT	BKA	ET	NT	WPM	HW	TT	BKA	ET	NT	WPM	HW	TT	BKA	
4	AISHA																					
5	ALOMNA																					
6	ANDY																					
7	CHIP																					
8	DAVIS																					
9	DELBERT																					
10	GEORGE																					
11	JASON																					
12	JO-ANNY																					
13	JUSTIN																					
14	JUTE																					
15	LAD																					
16	LEO																					
17	LUIZ																					
18	LUJA																					
19	MACIAS																					
20	MORRIS																					
21	PAULO																					
22	PETER																					

S/he will provide more direction as well as a link to the location.

- Grades 3-8 have 12 videos to support keyboarding study (if your teacher opted for these). Your teacher will provide links and explain their use.
- Work at your own pace. Don't feel pressured to keep up or forced to slow down. If you can check it off the list, move on. If you finish the year early, ask your teacher what she'd like you to do.
- BTW—whenever we reference 'ask your teacher', we mean the person who started you on this self-directed keyboarding program.

- If you need to purchase additional copies of this ebook or other years, contact zeke.rowe@structuredlearning.net.

You'll find a lot of links in this ebook, but know this: Links die. If a link doesn't work, try a different one (usually there are options). If that doesn't work, contact Zeke.Rowe at StructuredLearning.net. He'll help.

OVERVIEW OF THE KEYBOARDING JOURNEY

Here's an overview of K-8 keyboarding:

- K-1 Introduce mouse skills, keyboarding, key placement, posture*
- 2nd Work on keyboarding, key placement, posture, two-hand position*
- 3rd Reinforce basics. Work on accuracy and technique*
- 4-5 Continue accuracy, technique. Begin work on speed*
- 6-8 Work on technique, speed, accuracy*

Overview of K-8 Keyboarding

- K-1 Introduce mouse skills. key placement. posture*
- 2nd Work on. key placement. posture. two-hand position*
- 3rd Reinforce basics. Work on accuracy and technique*
- 4-5 Reinforce basics: continue accuracy. technique. Begin speed*
- 6-8 Perfect technique. speed.*

Lessons include lots of variety so you don't get bored. Here's a rundown of activities from kindergarten through eighth grade:

- *blank keyboard quizzes (grades 3-8)*
- *chart students who meet/exceed grade expectations (grades 3-8)*
- *chart students who type faster than they handwrite (grades 3-8)*
- *chart student progress through year*

- *finger exercises*
- *homework (grades 3-8)*
- *key placement (K-1)*
- *keyboard covers (grades 3-8)*
- *keyboarding software*
- *keyboarding websites*
- *pre-keyboarding skills like posture, hand position, mouse skills (K/1)*
- *shortkeys to help keyboarding keep up with your thoughts*
- *speed/accuracy quizzes (grades 3-8)*
- *touch typing (grades 3-8)*

POSTURE

This is discussed each year because it's important to effective keyboarding.

PROBLEM SOLVING

This is addressed according to grade level. If you have a problem, think about how you solved it in the past before asking for help.

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MONTH TWO WEEK FOUR

INTERNET

When you use the internet, consider: *Am I doing this securely?*

WHAT TO DO—STEP-BY-STEP

If using the video course, watch two videos this month. Complete all exercises (even if it takes longer). The video program includes everything in this ebook, timed, with the ability to pause and replay.



- ___ Type QWERTY row, hands covered, 10-15 minutes on DanceMat Typing.
- ___ Self-assess using the link provided by your teacher. This may connect to your Google Apps account (if you have one) or another school account. Your teacher will explain this step more thoroughly.

HOMEWORK

Type 15 minutes, three times a week, hands covered, on [DanceMat Typing](#)—QWERTY row. The goal: type without looking at hands.

Your teacher will tell you how to submit homework.

Homework

- 15 min. DMT, 3x a wk
- Cover hands for typing
- Submit homework

READY TO MOVE ON THIS MONTH

If you're ready for Month 3, here's what you have accomplished:

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- *If using video keyboard training, you completed two videos and required projects.*
- *You use all terms discussed in class on a daily basis*
- *You sit at a computer and arrange your workspace properly*
- *You assessed keyboarding speed, accuracy, and key placement*
- *When you have a problem, you try to solve it yourself*
- *You are a good digital citizen*
- *You practiced keyboarding on DanceMat Typing*
- *You did finger exercises*
- *You used keyboarding in a class project.*
- *You submitted keyboarding homework*
- *You updated the Middle School checklist*



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MONTH THREE WEEK TWO

INTERNET

When you use the internet, consider: *Am I doing this safely? Am I being a good digital citizen, enjoying my digital rights and abiding by my digital responsibilities?*

WHAT TO DO—STEP-BY-STEP

If you are using the video course, watch two videos this month, approx.. 2 hours of keyboard training. Complete all exercises (even if it takes longer). The video program includes what is in this ebook in video format, timed, with the ability to pause and replay.



- ___ Practice lower row 10-15 minutes using DanceMat Typing.
- ___ Use keyboarding skills for a class project. Your teacher will help you with the topic. For an example: Today, write an ebook in collaboration with LA, history, or another subject. Open the word processing program you use at school (MS Word, Google Docs, other).
- ___ Write 1000 words at a sitting—that's about three pages (see Fig. 27):

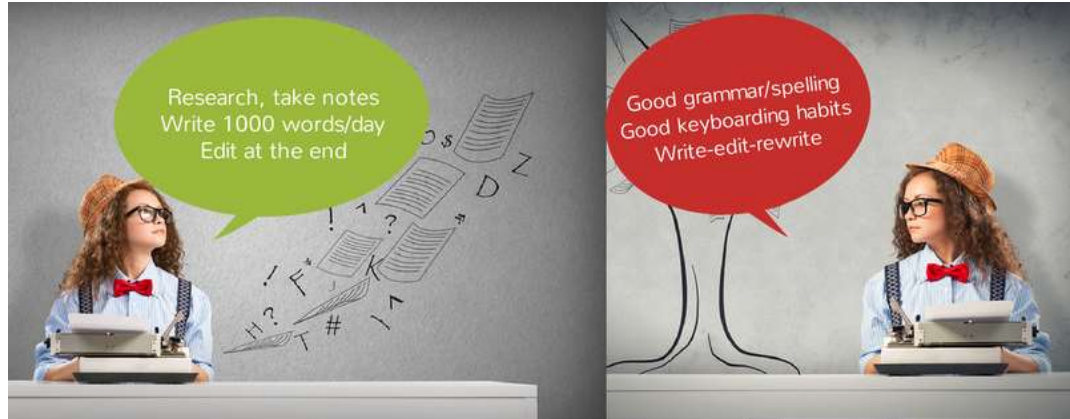
Figure 3—1000 words



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___ Let words tumble out, based on your research and an outline you prepared. Don't edit until the end. Aim for 15,000 words (technically a novella). This amount of typing is fine when you're comfortable with keyboarding, aren't looking at your fingers while typing, and aren't searching for the keys that will turn your thoughts into words.

Figure 4—How to write an ebook



___ Use proper grammar and spelling conventions, domain-specific and academic language in story.

___ Complete the self-assessment using the link provided by your teacher. This may connect to your Google Apps account (if you have one) or another school account. Your teacher will explain this step more thoroughly.

HOMework

Spend 15 minutes, three times a week, on [DanceMat Typing](#)—Lower row. When you have memorized keys, do exercises with hands covered. The goal: type without looking at your hands.

Homework

- 15 min. DMT, 3x a wk
- Cover hands for typing
- Submit homework

Your teacher will tell you how to submit homework.

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To graduate to the next level of keyboarding, you must have all the following skills accomplished/checked off (this may be online. Check with your teacher):

POSTURE

- Legs in front, body in front, elbows at sides*
- Chair one hand-width from table*
- Posture straight, body centered, eyes on screen*

KEYBOARDING SKILLS

- Reviewed mouse skills*
- Kept keyboard one inch off edge of table*
- Curled hands over keyboard, pointers on f and j*
- Used proper log-on/log-off procedures*
- Demonstrated proper care and handling of keyboard, mouse*
- Know location of important keys*
- Used right thumb to spacebar*
- Practiced keyboarding*
- Used school software and online sites for keyboarding*
- Practiced finger exercises*
- Learned useful shortcuts (i.e., Ctrl+S, Ctrl+C)*

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For other keyboarding grade levels
(Kindergarten-5th Grade) contact:

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For teacher manual, [click here](#)