



# Keyboarding

## with Computer Applications

### Lessons 1-150

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STANDARDS		PAGE REFERENCES
<p>Keyboarding provides students the opportunity to master the touch-method key stroking skill for entering alphabetic, numeric, and symbolic information on a keyboard and a ten-key pad. Emphasis is placed on developing proper speed and accuracy techniques. Students will format documents such as letters, memorandums, reports, announcements, and tables for personal, educational, and business uses.</p>		
1.	<b>Develop a basic understanding of terminology/applications, components, and care associated with the use of computers. (C, CO, IT, M)</b>	
a.	Identify and describe the functions of the basic components of a computer system.	<p><b>Student Edition:</b> 2-4, TH2, TH3, TH4, TH5, TH6, TH7, TH8 <i>Internet Connection 29</i></p> <p><b>Teacher Wraparound Edition:</b> TL 1, 15, 23, 129, 188, 394; TM 19</p>
b.	Describe precautions and care related to the proper use of computers and accessories.	<p><b>Student Edition:</b> 6, IN8</p> <p><b>Teacher Wraparound Edition:</b> 2CDC 9, 57, 329; CM 121, 455, 483; TL 1, 23, 58, 394</p>
c.	Demonstrate the ability to set up and adjust a simple computer system.	<p><b>Student Edition:</b> IN8</p> <p><b>Teacher Wraparound Edition:</b> CM 455; TL 23, 58</p>

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d.	Demonstrate the ability to properly insert external media.	<b>Student Edition:</b> TH 6, TH7, TH8, IN8 <b>Teacher Wraparound Edition:</b> CM 483; M 6
<b>2.</b>	<b>Develop basic skills associated with the use of an operating system. (C, CO, IT, M)</b>	
a.	Identify basic parts of the operating system interface features and functions.	<b>Teacher Wraparound Edition:</b> TM4; TL 124, 133, 157, 463; TTT 138
b.	Develop an understanding of basic file management techniques.	<b>Student Edition:</b> 127, 456, 460, 463, 467, 468, 470, 471, 474, 478, 479, 493, 504, 505, 511, 524 <i>Communication Focus</i> 536 <i>Portfolio Activity</i> 194 <b>Teacher Wraparound Edition:</b> 2CDC 57; CM 228; M 6; TL 124, 128, 133, 180, 483; TTT 443
<b>3.</b>	<b>Develop touch-keyboarding techniques. (C, CO, IT, M)</b>	
a.	Demonstrate proper ergonomic techniques.	<b>Student Edition:</b> <i>Internet Connection</i> 237 <i>Skillbuilding</i> 5 <b>Teacher Wraparound Edition:</b> 2CDC 4, 19; CM 108, 131; D 48; E 25; IS 64; PA 382; TL 238; TTT 8
b.	Demonstrate proper techniques in alphabetic and numeric touch keyboarding.	<b>Student Edition:</b> 2-6, 7-9, 10-12, 19-22, 23-26, 30-32, 33-35, 36-38, 41-43, 44-46, 47-49, 53-55, 56-58, 68-71, 72-75, 76-78, 82-84, 85-88, SB1-SB6 <b>Teacher Wraparound Edition:</b> C 121; TM 26; TTT 14

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4.	<b>Develop speed, accuracy, language, proper formatting and proofreading techniques. (C, CO, IT, M)</b>	
a.	Recognize and apply formatting and editing techniques such as justification, margins and tabs, indents, centering, fonts and styles, and line spacing to various documents (letters, envelopes, reports, tables, etc.).	<p><b>Student Edition:</b> 139, 144, 145-146, 148, 152, 156, 159, 160, 169, 177, 182, 195, 196, 199, 202-203, 207, 211, 212, 215, 221</p> <p><b>Teacher Wraparound Edition:</b> TTT 163</p>
b.	Recognize and apply document-formatting features such as headers, footers, page numbering, etc.	<p><b>Student Edition:</b> 147, 148, 151, 152, 205, 251, 262, 263, 270, 301</p> <p><b>Teacher Wraparound Edition:</b> TL 131</p>
c.	Perform the skills of proofreading, inserting/deleting text, selecting copy, copying/moving text, and finding/replacing text.	<p><b>Student Edition:</b> R27, 133, 144, 145, 146, 159, 161, 165, 306, 345, 485, 490, 551</p> <p><i>Language Arts Connection</i> 150 <i>Portfolio Activity</i> 176, 194</p>
d.	Develop language skills.	<p><b>Student Edition:</b> R28-R34</p> <p><i>Language Arts Connection</i> 38, 48 <i>Language Link</i> 95, 120, 132, 158, 162, 187, 213, 226, 234, 247, 253, 268, 276, 294, 318, 344, 362</p> <p><b>Teacher Wraparound Edition:</b> ILA 31, 44, 48, 54, 61, 81, 83; IS 168; TTT 56, 69, 174; WTL 67</p>
e.	Periodically key and proofread timed writings.	<p><b>Student Edition:</b> SB7-SB14, SB15-SB31</p> <p><i>Skillbuilding</i> 12, 13-15, 18, 20-22, 25-26, 27-29, 32, 34-35, 37-38, 39-40, 42-43, 45-46, 48-49, 50-52, 54-55, 57-58, 59-61, 62-65, 69-71</p> <p><b>Teacher Wraparound Edition:</b> TM21, TM25; IM 105; PA 70</p>

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<b>5.</b>	<b>Produce memos and letters according to accepted business formats and styles. (C, CO, IT, M)</b>	
a.	Key memos and letters in simplified and formal formats.	<b>Student Edition:</b> R13, R15, R16, R22, 168-169, 170-171, 173-174, 182-183, 185-186, 189, 191-192, 195-196, 199, 201, 211-212, 215, 220-221, 224-225, 227-229, 231-233, 327 <i>Language Arts Connection</i> 184 <i>Portfolio Activity</i> 203 <b>Teacher Wraparound Edition:</b> TL 181
b.	Key memos and letters in block and modified block formats.	<b>Student Edition:</b> R17, R18, R19-R20, 169, 170-171, 173-174, 179, 182-183, 185-186, 189, 191-192, 195-196, 199, 201, 202-203, 211-212, 215, 220-221, 224-225, 227-229, 231-233, 301, 316, 320-321, 326-327, 356-357
c.	Key personal and business letters with envelopes.	<b>Student Edition:</b> R21, 177-178, 179, 182, 185, 186, 201, 202, 220, 221
<b>6.</b>	<b>Format and produce simple tables. (C, CO, IT, M)</b>	
a.	Determine margins and tab stops for simple tables.	<b>Student Edition:</b> 45, 60, 63, 79, 139, 191, 195, 207, 236, 239, 398
b.	Key and print simple tables.	<b>Student Edition:</b> R23, R24, R25, R26, 234-236, 237-239, 240-243, 244-246, 247-249, 250-252, 253-256, 329-332, 333-335, 336-339, 340-343, 344-346, 347-349, 350-352, 365, 519-521, 522-525, 533, 537, 551
<b>7.</b>	<b>Format and produce reports. (C, CO, IT, M)</b>	
a.	Print simple reports.	<b>Student Edition:</b> R4-R5, R6, R7-R8, R9, R10, R11, 257-260, 261-264, 265-267, 268-272, 273-275, 276-280, 281-283, 284-287, 288-291, 378-379, 390-391, 405, 544-546, 553-554