



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

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

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. (1.15) (NETS 1b)				
Keys WPM 25/1'2e (25 words per minute for 1 minute with 2 errors) or better. (1.16) (NETS 1b)				
Learns the ? key. (1.17) (NETS 1b)				
Uses the CAPS LOCK key for all-capital letters. (1.17) (NETS 1b)				
Demonstrates the ability to compose at the keyboard. (1.17) (NETS 2b)				
Learns the hyphen (-) and underscore (_) keys. (1.18) (NETS 1b)				
Keys WPM 25/1'2e or better. (1.18) (NETS 1b)				
Uses correct spacing before and after punctuation. (1.19 and 1.20) (NETS 1b)				
Keys WPM 25/1'2e or better. (1.20) (NETS 1b)				

Your Score _____

Total Possible Score _____

Teacher Comments: