



# KEYBOARDING BASICS

## Unit 2

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>  Body is centered and straight in front of keyboard. Body is within hand span of keyboard.				
<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>Typing Rhythm:</b>  Maintains a steady timing rhythm.				
<b>Accuracy:</b>  Finished work is at an accuracy rate of <u>95%</u> or better.				
<b>Speed:</b>  Student maintains the average class typing pace of 31 words per minute with 5 or less errors.				
<b>Effort:</b>  Student is on-task and focused.				
<b>Add Up Overall Scores -----&gt;</b>				

Teacher Comments:

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



# KEYBOARDING BASICS

## Sections 2.1-2.14

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 techniques for numeric and symbol keys. <b>(2.1-2.14) (NETS 1b)</b>				
Demonstrates proper keyboarding techniques. <b>(2.1-2.14) (NETS 1b)</b>				
<b>Keys WPM 27/2'/4e. (2.1-2.6) (NETS 1b)</b>				
Learns the 4, \$, 7, and & keys. <b>(2.1) (NETS 1b)</b>				
Learns the 3, #, 8, and * keys. <b>(2.2) (NETS 1b)</b>				
Learns the 2, @, 9, and ( keys. <b>(2.3) (NETS 1b)</b>				
Demonstrates ability to compose at the keyboard. <b>(2.4) (NETS 3a)</b>				
Learns the 1, !, 0, and ) keys. <b>(2.5) (NETS 1b)</b>				
Learns the 5, %, 6, and ^ keys. <b>(2.6) (NETS 1b)</b>				
Learns the <, >, \, +, =, {, }, [, ], and ~ keys. <b>(2.7) (NETS 1b)</b>				
Learns the 4, 5, 6, and ENTER keys on the numeric keypad. <b>(2.8) (NETS 1b)</b>				
Learns capitalization rules. <b>(2.8)</b>				
<b>Keys WPM 30/2'/4e (2.8-2.13) (NETS 1b)</b>				
Learns the 7, 8, and 9 keys on the numeric keypad. <b>(2.9) (NETS 1b)</b>				
Demonstrates correct touch-system techniques. <b>(2.10) (NETS 1b)</b>				
Demonstrates the ability to compose at the keyboard. <b>(2.10) (NETS 3a)</b>				
Learns the 1, 2, and 3 keys on the numeric keypad. <b>(2.11) (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
Demonstrates the ability to compose at the keyboard. <b>(2.11) (NETS 3a)</b>				
Learns the 0 and (.) decimal keys on the numeric keypad. <b>(2.12) (NETS 1b)</b>				
Keys WPM 31/3'/5e <b>(2.14) (NETS 1b)</b>				
<b>Add Up Overall Scores</b> ----->				

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

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

**Teacher Comments:**