

Keyboarding 101

Week 1:

Syllabus, Home row lesson, Keyboard Shortcut lesson, pre-assessment typing test, lesson on importance of keyboarding.

Typing Basics

Exercise 1: jkfd

Exercise 2: asl;

Exercise 3: tgyh

Quotes (lower case)

Exercise 1: Robert F. Kennedy

Week 2:

Typing Basics

Exercise 4: qwop

Exercise 5: erui

Exercise 6: Review 1

Exercise 7: m,vc

Exercise 8: zx./

Quotes (lower case)

Exercise 2: Madeleine Bridges

Exercise 3: Sherlock Holmes

Exercise 4: Derek Landy

Exercise 5: Bill Cosby

Exercise 6: Helen Keller

Exercise 7: Victor Hugo- *The Man who Laughs*

Week 3:

Typing Basics:

Exercise 9: ghbn

Exercise 10: asdfghjkl;

Exercise 11: qwertyuiop

Exercise 12: Review 2

Quotes (lower case)

Exercise 8: Chris Colfer

Exercise 9: John Green

Exercise 10: Nicholas Sparks- *Dear John*

Exercise 11: Malcolm Gladwell

Exercise 12: F. Scott Fitzgerald- *The Great Gatsby*

Week 4:

Re-Type Newspaper Articles, hand out newspaper assignment.

Typing test: do multiple times to get best score. Discussion about lessons thus far.

Use Microsoft Word and type

Typing Basics

Exercise 13: zxcvbnm,.

Exercise 14: asdfghjkl;qwertyuiop

Exercise 15: asdfghjkl;zxcvbnm,.

Exercise 16: qwertyuiopzxcvbnm,.

Quotes (lower case)

Exercise 13: Meghan Mccarthy- *A Valuable Lesson*

Exercise 14: Mother Teresa

Exercise 15: Douglas Adams

Week 5:

Work on Newspaper Projects

Typing Basics:

Exercise 17: asdfghjkl;qwertyuiopzxcvnm,.

Exercise 18: Review 3

Exercise 19: asdfghjkl;ASDF

Exercise 20: asdfghjkl;ASDFGHJKL

Exercise 21: qwertyuiopQWER

Quotes (Upper Case)

Exercise 1: Stephen Hawking

Exercise 2: Earl Nightingale

Exercise 3: Jack Handey

Exercise 4: Lemony Snicket- *Trust*

Week 6:

Newspaper Projects Due

Typing Basics:

Exercise 22: qwertyuiopQWERTYUIOP

Exercise 23: zxcvnm,.ZXCVC

Exercise 24: zxcvnm,.ZXCVCBNM

Exercise 25: Numbers

Quotes (Upper Case)

Exercise 5: Adrian Beltran

Exercise 6: Lemony Snicket

Exercise 7: John Waters

Exercise 8: Sherlock Holmes- *The Final Problem*

Exercise 9: Dr. Seuss- *Love & Weirdness*

Exercise 10: Benjamin Franklin

Exercise 11: Abraham Lincoln- *Katherine*

Exercise 12: Lucille Ball

Exercise 13: Charles F. Kettering

Exercise 14: Nolan Bushnell- *Leadership*

Exercise 15: Louisa May Alcott

Week 7:

Keyboarding test: Find out where we are as a class

Microsoft work review with shortcuts

Kids need to find magazine articles they like and bring them in to type.

Assignment: Students will write their own 3 paragraph article on something that interests them.

Week 8:

Hand out final review sheet: discuss

discuss layout of a personal and professional letter.

Students will write a letter to a friend and a professional letter to an organization.

Week 9:

Finish letters, discuss emails, resumes, etc.

Review for test.

Final. Final includes a multiple choice test with an actual typing test.

Keyboarding Resources

classroom

<https://school.keyhero.com/lesson/list/>

Lessons

<http://www.powertyping.com/qwerty/lessonsq.html>

Games

http://www.learninggamesforkids.com/keyboarding_games/keyboarding_games_typing_of_the_ghosts.html

Racing game

<http://play.typeracer.com/>