

Kindergarten Advantage!

Unit 2 - Keyboarding 1

Our Goals:

- Demonstrate proper use of the keyboard
- Locate & use all letter & number keys

Technological Skills

Students will:

- Turn a Windows® computer on properly
- Press & release the keyboard keys adding only 1 letter for each press of the key
- Locate & use letter keys
- Locate & use number keys
- Open a computer program using a desktop shortcut
- Use icons
- Use Text-to-Read feature
- Use the appropriate terms & vocabulary to discuss the computer operation
- Close a program
- Use the proper shut down procedure on a Windows computer

Educational & Social Skills

Students will:

- Follow verbal directions
- Discuss & recognize upper & lower case letters
- Spell his/her name
- Type the alphabet
- Type the numbers 1 - 10
- Work in small group or team setting to build cooperative learning skills

Keywords

cursor, desktop, double-click, keyboard, shut down, Start Menu

