

Information Communication Technology (ICT) Curriculum

Primary School Level

Topic.3: Keyboard and Typing Skills.

Class	Learning Outcomes	Content	Strategy Options	Assessment	Linkages with subjects	References
Time Period : 5 class periods						
Academic Year 07/08		Wks Beginning: _____				
Std 4	<p>3.1 Basic understanding of home row keys and navigation around keyboard.</p>	<p>HomeRow Keys:</p> <p>A S D F G / H J K L ;</p> <p>Two thumbs on the space.</p> <p>Left: Pinky : A</p> <p>Left: Third Finger: S</p> <p>Left : Middle Finger:D</p> <p>Left : Index Finger: F</p> <p>Right: Index Finger :J</p> <p>Right:Middle Finger :K</p> <p>Right: Third Finger :L</p> <p>Right: Pinky ;;</p> <p>Thumbs on Space</p> <p>RULE: DO NOT LOOK AT THE KEYBOARD</p> <p>GRAMMER:</p> <p>. Full Stop</p> <p>, Comma</p>	<p>3.1 Using the following web links: http://www.bbc.co.uk/schools/typing/ for understanding of home row keys and touch typing Complete Levels 1-4</p> <p>http://www.seoconsultants.com/windows/keyboard/#ctrl for manipulation and understanding of the other keys on the keyboard besides the letter characters</p> <p>Creating Word Banks</p>	<p>www.typingpal.com The typing test was used to assess the following.</p> <p>Posture</p> <p>Finger layout</p> <p>Accuracy</p> <p>Keyboard memorizing.</p> <p>How often they need to look at the keys</p> <p>Use of other grammatical functions of the keyboard</p>	<p>English</p> <p>Computing</p>	<p>3.1 http://www.bbc.co.uk/schools/typing/</p> <p>http://www.seoconsultants.com/windows/keyboard/#ctrl</p> <p>http://www.typeonline.co.uk/typingspeed.php</p>

TAB

This key can be used to move forward through options in a dialog box.

CAPS LOCK

Locks the keyboard in "Capitals" mode (only applies to Alpha keys). The Caps Lock key should be used with caution. Using ALL CAPS is a usability no-no as many have difficulty scanning text that is ALL CAPS. Also, when sending email in ALL CAPS, THIS COULD BE MISCONSTRUED AS SHOUTING AT SOMEONE.

SHIFT

The obvious use of this key is to allow selection of capital letters when depressing the alphabet characters

Shift is also used to activate second functions of keys. Example the numbers at the

		<p>top.</p> <p>SPACE</p> <p>Insert a space between words.</p> <p>ENTER</p> <p>Moves the cursor to the next line or can select a function which is highlighted.</p> <p>ARROWS</p> <p>Can be used to move your cursor to a specific place.</p>				
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Time Period: 1 Class Period						
Std 5	<p>3.2 Be able to perform touch typing, using standard finger positioning.</p>		<p>3.2</p> <p>1. http://www.sense-lang.org/typing/</p> <p>Create your own text to type. This is flexible to what the teacher sees fit.</p> <p>2. Competition can be generated with who has the fastest typing speed however not grade.</p>			

Time Period: 1 Class Period

Std 6	3.3 Compose formal coherent typed communication.	Create a word processed letter, email or notice			Align the text with a current subject of study	
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