

# Information Communication Technology (ICT) Curriculum

## Primary School Level

### Topic No 3. Keyboard and Typing Skills

Class	Learning Outcomes	Content	Strategy Options	Assessment	Linkages with subjects	References
Time Period : 1 period      Academic Year 07/08      Wks Beginning: 5 <sup>th</sup> Class of Topic 3						
Std 4 5 and 6	<b>3.1</b> Basic understanding of home row keys and navigation around keyboard.	<p><b>GRAMMER:</b></p> <p>. Full Stop , Comma</p> <p><b>TAB</b></p> <p>This key can be used to move forward through options in a dialog box.</p> <p><b>CAPS LOCK</b></p> <p>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</p>	<p><b>Theory:</b></p> <p>Go through the Theory of all the buttons and students are to copy down definitions from the board.</p> <p><b>Practical:</b></p> <p>Have a paragraph of text where we need to use all these actions.</p> <p>Review what the exam will be about and preparation.</p> <p><b>Practice your functions and typing skills.</b></p>	Assessment will be the typing up of a 250 word essay related to a current class topic. There will also be a performance test typing 2 sentences, with keyboard covered.	<b>Computing</b>	<p><a href="http://www.seoconsultants.com/windows/keyboard/#ctrl">http://www.seoconsultants.com/windows/keyboard/#ctrl</a></p> <p><a href="http://en.wikipedia.org/wiki/Typing#Touch_typing">http://en.wikipedia.org/wiki/Typing#Touch_typing</a></p>

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 top.

**SPACE**

Insert a space between words.

**ENTER**

Moves the curser to the next line or can selects a function which is highlighted.

**ARROWS**

Can be used to move your curser to a specific place.

**Text for Practical in Appendix A**

## Appendix A

### Touch Typing : Final Copy

Touch Typing is the basic typing technique where the typist keeps their eyes on the source copy at all times. Touch typing also involves the use of the [home row](#) method, where typists keep their wrists up, rather than resting them on a desk or [keyboard](#) as this can cause [carpal tunnel syndrome](#). To avoid this, typists using this method should place their feet flat on the floor in front of them, keeping their elbows close to their sides with their forearms slanted slightly upward to the keyboard. **The skill of touch typing requires speed and accuracy, typing is measured in Words Per Minute (WPM).**

**TOUCH TYPING IS A GREAT SKILL TO HAVE!**

### Touch Typing : To be amended.

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