

# Keyboarding Curriculum – 2<sup>nd</sup> Grade

## Quarter 1

### Objective 1 – What is Keyboarding?/ Home Row and Proper Finger Placement/Keyboarding Basics

- Students practice finding the Home keys and using the Space Bar and Enter key.
- Students key simple words using the Home keys, Space Bar and Enter key, and use proper reach and finger techniques.
- Students learn the E and H and review previously learned keys.
- Students learn the O and R keys and practice them with previously learned keys.
- Students learn the I and T key and practice them with previously learned keys.
- Students practice finding and using the left and right Shift keys.
- Students learn the >/ and U keys and practice them with previously learned keys.
- Students learn the C, N and W keys and practice them with previously learned keys.

#### Project:

- Have students use their own words to describe jobs that might require keyboarding skills.

#### Assessment:

- Observe students' posture and hand and finger positions as they practice keying simple words using the Home keys, Space Bar, and Return and Enter key.
- Observe students' keying techniques and check for accuracy.

#### Vocabulary Words for Keyboarding Basics:

Space Bar, Home Row Keys, Shift Keys, Arrow keys (up, down, left, right), Cursor, I-beam, Enter, Ctrl, Alt, Keyboard, Monitor, Mouse, Icon, Caps Lock, posture, hand position

#### Other Activities:

- Key words with the letters A, B, C, D, E, F, G, H, I, J, K, L. Turn Caps Lock off and have students type in lowercase.
- Tap the first letter of sight words.
- Key technology words that start with letters A, B, C, D, E, F, G, H, I, J, K, L.
- Tap the letters in a pattern.
- Keyboarding Bingo with technology vocabulary and pictures.
- Have students create their own practice lines for the Home keys.
- Key a sentence with the Home keys.
- Key the States and Cities of the United States, using the Shift keys.
- Key the Presidents' names using the Shift keys.
- Alternate keying lowercase and uppercase using the Shift keys.
- Key periods at the end of sentences.
- Tap the first letter of directions, then type North, South, East, and West using the Shift keys.

# Keyboarding Curriculum – 2<sup>nd</sup> Grade

## Quarter 1 (continued)

### Objective 2 – Word Processing Basics

Students are introduced Word Processing and familiarized with the ways people use word processing software.

- Students identify and use the Arrow keys, the cursor, the I-beam, and word wrap.
- Students use the Backspace or Delete key to delete text.
- Students use the Undo and Redo commands.
- Students center text and change font size.
- Students use toolbar buttons to Cut, Copy, and Paste.
- Students center text, change text size, and make text bold.
- Students edit sentences using previously learned skills.

### Project:

- **Project:** Students use a word processing program to write a poem.
- Focus can be on Language Arts- idea, prewrite, organize, draft, revise, edit, and publish.

### Assessment:

- Students demonstrate understanding of word processing basics in a performance assessment created by the teacher.

### Vocabulary Words for Word Processing Basics:

Word Wrap, Backspace, Delete, Text, Undo, Redo, Font, Toolbar, Cut, Copy, Paste, Edit, Bold, Log-on, Log-off, Network, Network Folder, Save, Font, Desktop, Class start page, Taskbar, Zoom, Menu, Tools, Screen, Format.

### Other Activities:

- Use word wrap in a letter that you write to a friend or in a story that you write.
- Delete an incorrect answer to a math problem or spelling word.
- Delete a step that you do not need to do in an experiment.
- Bring back a journal entry deleted by mistake, or the title of a chart deleted by mistake.
- Format the title of a science project or the title of a poem.
- Cut and paste names of states in a list so that they are in alphabetical order.
- Copy and paste numbers in a list.
- Edit text in a science report.
- Edit text in a poster about safety.
- Type in the title of a report, then center and bold the title.

# Keyboarding Curriculum – 2<sup>nd</sup> Grade

## Quarter 2

### Objective 3 – Keyboarding Basics (Continued)

- Students learn the G and ?/ keys and practice them with the previously learned keys.
- Students learn the B and P keys and practice them with the previously learned keys.
- Students learn the M and X keys and practice them with the previously learned keys.
- Students learn the Y and Z keys and practice them with the previously learned keys.
- Students learn the Q and <, keys and practice them with the previously learned keys.

### Projects:

- Students use Microsoft Word to key in a descriptive paragraph.

### Assessment:

- Observe students' keying techniques and check their work for accuracy.
- Students demonstrate understanding of the material presented with a teacher created assessment.

### Other Activities:

- Key the letters M through Z. Turn Caps Lock off, then type in lowercase.
- Key technology words that start with the letters M through Z.
- Open a word processing document and have students create a letter pattern.
- Tap the first letter of colors, animal names, states, etc.
- Key the date with a comma between the day and year.

### Vocabulary Words for Keyboarding Basics:

Space Bar, Home Row Keys (ASDFJKL:;/), Shift Keys, Arrow keys (up, down, left, right), Cursor, I-beam, Enter, Ctrl, Alt, Keyboard, Monitor, Mouse, Icon, Caps Lock, posture, hand position, question mark, comma, symbol, short cut keys, percent symbol, dollar symbol, number symbol, numbers (1-100), pattern, font, style, size, align, command, orientation, page, Open and closed parenthesis, asterisk, ampersand, dash, under score, plus, minus, equal to symbol, backspace, enter key, tab key, control key, alt key, delete key, desktop, icon

# Keyboarding Curriculum – 2<sup>nd</sup> Grade

## Quarter 2 (continued)

### **Objective 4 - Electronic Reference/Internet**

**Students are introduced to the use of electronic resources and the Internet to acquire information.**

- Students handle, load, and eject a CD-ROM and/or Flash Drive.
- Students navigate and browse a CD-ROM and/or Flash Drive.
- Students listen to a story on a CD-ROM and/or Flash Drive.
- Students browse a CD-ROM encyclopedia.
- Students search a reference CD-ROM and/or Flash Drive.
- Students open and close a web browser and learn Web terminology.
- Students view a Web page by entering a URL.
- Students use the Back, Forward, and Home buttons to go back and forth between Web pages.
- Students use the Print button to print a web page.
- Students write and send an email message.

### **Projects:**

- Research People: Students use a CD-ROM and/or Flash Drive encyclopedia to find information.
- Research Animals: Students use the Internet to research an animal, and send an email communicating their results.

### **Assessment:**

- Students demonstrate their understanding of electronic references with a performance assessment created by the teacher.
- Students demonstrate an understanding of how to use the internet to acquire information in a performance assessment created by the teacher.

### **Other Activities for Electronic Reference and Internet:**

- Show students a map of the United States. Have them discuss the geographic features and climates of the western states.
- Ask students to brainstorm what types of food, houses, work, and customs the pioneers of the West might have had.
- Ask students what they learned from the CD-ROM.
- Practice using a Web Browser and view a web page about with stories.
- View a web page about science and describe what you see.
- Provide the URL to an art gallery that is suitable for children and have the students enter the URL and look at the words and pictures.
- Enter a URL for a science site
- Browse Web pages about animals or book reviews.
- Print a map to use for a report or an online story.
- Provide the URL to a Web site that contains maps of the United States. Have students enter the URL and then print a map.
- Send an email of your favorite poem to a classmate or teacher.

### **Vocabulary for Electronic Reference and Internet:**

CD-Rom, Flash Drive, Browser, World Wide Web, Google, Internet Explorer, Scroll, Search bar, Search engine, Back button, Address bar, Electronic Reference, Load, Eject, Navigate, Browse, Graphic, Encyclopedia, Key Word, Search.

# Keyboarding Curriculum – 2<sup>nd</sup> Grade

## Quarter 2 (continued)

### **Objective 5 –Drawing and Graphics**

**Students are familiarized with the ways people use drawing and graphic applications.**

- Students will learn to use the Paintbrush tool to make a picture.
- Students use the Eraser tool to edit.
- Students use the Color Palette and Paintbrush tool to make a picture.
- Students use the Spray Can or Airbrush tool to make a picture.
- Students select and use the Shape tools to draw pictures.
- Students use the Fill tool to color shapes and backgrounds.
- Students use the Line tool to make a straight line and a picture.
- Students use the Pencil tool to draw simple figures.
- Students use the Text tool to insert a text box and label a picture.
- Students use the Select tool to delete a graphic.
- Students use the Select tool to highlight and move a graphic to another place within the same document.
- Students use the Select tool to copy and paste an image.

### **Projects:**

- Students create pictures of themselves working at a job.  
Focus can be on Art – begin to create, organize, design, use media, final composition.

### **Assessment for Drawing and Graphics:**

- Students demonstrate an understanding of drawing and graphics in a performance assessment.

### **Vocabulary for Drawing and Graphics:**

Artist's Palette, Paintbrush, Eraser, Spray Can, Airbrush, Fill, Line, Pencil, Text, Select, Draw, Question Mark, Uppercase, Lowercase, Paste, Image, Software, Research, Polygon, Stretch, Skew, Image, Empty, Invert Colors, Page Setup, Free Form, Flip, Rotate, Horizontal, Vertical, Copy, Clipart, Diagram, Doc, Formatting, Graphic Organizer, Visual Learning, Visual Organizer.

# Keyboarding Curriculum – 2<sup>nd</sup> Grade

## Quarter 3

### Objective 6 – Keyboarding Basics (continued)

- Students learn the V and :/; keys and practice them with the previously learned keys.
- Students learn the Number keys and practice them with the previously learned keys.
- Students learn the Symbol keys and practice them with the previously learned keys.

### Projects:

- Type a descriptive paragraph about a special person or holiday.
- Type a poem.

### Assessment:

- Observe students' keying techniques and check their work for accuracy.

### Activities:

- Key all the letters of the alphabet, then turn Caps Lock off and key in lowercase.
- Use the number keys to key numbers on a page.
- Key the answer to math problems (i.e.,  $1+3 =$  )
- Use the symbol keys when writing a paragraph.
- Key a dollar sign to show money, then practice with the \$ key to type money correctly (i.e., \$5).
- Alternate tapping a symbol key and a lowercase letter key.
- Key the time.

### Vocabulary Words for Keyboarding Basics:

Space Bar, Home Row Keys (ASDFJKL:;/), Shift Keys, Arrow keys (up, down, left, right), Cursor, I-beam, Enter, Ctrl, Alt, Keyboard, Monitor, Mouse, Icon, Caps Lock, posture, hand position, question mark, comma, symbol, short cut keys, percent symbol, dollar symbol, number symbol, numbers (1-100), pattern, font, style, size, align, command, orientation, page, Open and closed parenthesis, asterisk, ampersand, dash, under score, plus, minus, equal to symbol, backspace, enter key, tab key, control key, alt key, delete key, desktop, icon

# Keyboarding Curriculum – 2<sup>nd</sup> Grade

## Quarter 3 (continued)

### Objective 7 – Input and Output Tools

Students are introduced to how people use different computer gadgets (Specifically focusing on Input and Output tools).

- Students review the different ways to print documents and demonstrate how to print from the File menu and the toolbar.
- Students learn how to change the page orientation of a document to print horizontally or vertically.
- Students learn how to preview a document prior to printing.
- Students learn what a scanner is used for and how to scan a document.
- Students learn how to take a digital photograph and view the image in preview pane.

### Projects:

- Plan an experiment. Students work in groups. Students scan an illustration to identify what a plant needs to live and grow, and then create a plan for an experiment.
- Take a picture: Students work in pairs. Find items inside the school and/or classroom to take pictures of. Demonstrate basic knowledge of using the functions learned on a digital camera. Upload the pictures to computer and save for future project.
- Focus can be on Science – identify the problem, observe, collect data, predict, solve the problem, draw a conclusion.

### Assessment:

- Students demonstrate an understanding of how to use a printer, scanner and digital camera in a performance assessment created by the teacher.

### Vocabulary words for Input and Output Tools

Printer, scanner, speaker, digital camera, camera lense, flash, button, tools, upload, save, print, display, file, menu bar, drop down box, dialog box, pop up box, drop down menu, program, graphic, icon, picture, adjust, crop, resize, saturate

# Keyboarding Curriculum – 2<sup>nd</sup> Grade

## Quarter 4

### Objective 8 – Keyboarding Basics (continued)

- Students review and practice with all keys learned.
- Students focus on proper hand placement of home row keys and using proper reach and finger techniques.

### Projects:

- Type a Pen Pal letter or letter to another student.
- Use Google Earth to find directions to and from a specific location. Type the directions in list format.

### Assessment:

- Observe students' keying techniques and check their work for accuracy.
- Teacher created performance assessment.

### Activities:

- Use S, T, U, V, W, X, Y, and Z to key words. Turn Caps lock off, then type words in lowercase.
- Tap the first letter of colors and shapes.

### Vocabulary

Space Bar, Home Row Keys (ASDFJKL:;/), Shift Keys, Arrow keys (up, down, left, right), Cursor, I-beam, Enter, Ctrl, Alt, Keyboard, Monitor, Mouse, Icon, Caps Lock, posture, hand position, question mark, comma, symbol, short cut keys, percent symbol, dollar symbol, number symbol, numbers (1-100), pattern, font, style, size, align, command, orientation, page, Open and closed parenthesis, asterisk, ampersand, dash, under score, plus, minus, equal to symbol, backspace, enter key, tab key, control key, alt key, delete key, desktop, icon



# Keyboarding Curriculum – 2<sup>nd</sup> Grade

## Quarter 4 (continued)

### **Objective 9 –Presentation Basics**

**Students are introduced to Microsoft PowerPoint and become familiar with ways to use presentation software.**

- Students will learn how to create a title slide, Save and Print.
- Students will learn about the concept of a portfolio. They will store work in a basic portfolio.
- Students will learn how to make a more than one slide at a time.
- Students will learn how to format the text on their slides.
- Students will learn how to create a bulleted list.
- Students will learn how to edit the text on their slides.

### **Project:**

- Describe Shapes: Students will apply the presentation skills learned to create, edit and save a bulleted-list slide on which they compare and contrast two things (i.e. two geometric shapes).
- Focus can be on Computer Science, Language Arts, Math, Science, Social Studies

### **Assessment:**

- Students demonstrate understanding of presentation basics in a performance assessment created by the teacher.

### **Vocabulary words for Presentation Basics:**

Presentation, Title, Layout, Slide, Portfolio, Slide Show, Insert, Multiple Slides, Outline, Highlight, Format, AutoShape, Resize, Bulleted List, Edit, Save

# Keyboarding Curriculum – 2<sup>nd</sup> Grade

## Quarter 4 (continued)

### Objective 10 –Spreadsheet

Students are introduced to Microsoft Excel and become familiar with ways to use spreadsheet software.

- Students will learn how to enter, edit, and interpret data in a spreadsheet.
- Students identify a cell, row, column, and cell address.
- Students move around the screen to find information in a spreadsheet.
- Students to enter data into a formatted spreadsheet.
- Students will learn how to use spreadsheet data to create a bar chart and pie chart.
- Students enter data into a three-column spreadsheet.
- Students answer questions on spreadsheet data.

### Projects/Activities:

- Explain that spreadsheets can do math and that you can make graphs and charts from spreadsheets.
- Show students graphs and charts as a way to visually represent numbers and data collected.
- Create a spreadsheet for your town or state about rainfall (or snow) in the past year. Have the students click the cell that shows the amount of rainfall for a specific month.
- Say aloud and pronounce the words cell, row, column, and cell address. Point to each as you say it.
- Discuss the term formula bar. When you enter data, it appears in the formula bar. Press enter and the data will appear in the highlighted cell. You can make changes to the data in the formula bar also.
- Create a spreadsheet that lists how many people live in different cities. Have students view it and find specific items with teacher-created questions.
- Students to practice using the Tab and Arrow keys to navigate a spreadsheet.
- Create row and column headings in a spreadsheet, take a class survey and compile the student data into a chart on board. Explain how you can add data to a cell when there is a frame around it. Students to complete the lesson by adding the student data collected. Save work.
- Students practice making bar charts (also show how to create in 3D visual effect) with column headings (holiday and number of students). Take the survey with students and have students create bar graphs using the data.
- Make bar graphs about weather, favorite holidays, sports teams, etc.
- Show students how to color different sections of a pie chart. Make a pie chart about the Earth or student's favorite colors.
- Show students how to create add another column to an existing three-column spreadsheet.
- Students to find out how many ounces in a pint, quart, and a gallon, then enter the numbers into a three-column spreadsheet.
- Find data about different units of measurement, animals, plants, Earth's surface, etc.

### Assessment:

- Students to brainstorm and describe ways they could use spreadsheets to keep track of something.
- Students to create a bar and/or circle graph, and answer questions using a spreadsheet.
- Call out a cell address, and observe students' monitors as they highlight that cell.
- Observe students as they create a pie chart.
- Handout: Five question (multiple choice) teacher created assessment.
- Check students' answers to teacher questions. Ask them other questions and have them change the data.
- Observe students as they graph data.

### Vocabulary words for Spreadsheet:

Cell, row, column, cell address, formula bar, tab, arrow keys (up, down, left, right), interpret, spreadsheet, data, format, bar graphs, pie chart, column, formula bar

