

# Keyboarding Curriculum – Kindergarten

## Quarter 1

### **Objective 1 – Computer Basics / Electronic Reference**

**Students are introduced to the basics of computers and the role of computers in society.**

**Students are also introduced to the basic parts of a computer (Keyboard, Mouse, Monitor) and how to care for computer equipment.**

**Students use electronic resources to acquire information.**

- Students name the parts of a computer.
- Students learn the proper care of computer parts, disks, flash drives and computer safety.
- Students point, click, and drag with a mouse.
- Students use the Arrow keys and the Enter key to move around in a document or program.
- Students use the Space Bar and the mouse to place the cursor (insertion point).
- Students double-click icons on the Desktop to open and close a file.
- Students handle, load, and eject a CD-ROM and Flash Drive.

### **Project:**

- Using a CD-ROM or Flash Drive to learn about science.
- Students use the basic technological skills they have learned to write the answers to riddles.
- Count the number of icons on the Desktop.

### **Assessments:**

- Teacher observation of students pointing to the monitor, mouse, and the keyboard. Then point to each part and ask students to give the correct name for it.
- Teacher observation of students demonstrating the correct procedure for inserting a CD-ROM and Flash Drive.
- Students to draw pictures of computer safety.
- Check students' computers to see if they have moved any icons on the desktop.
- Handout: Fill in the circle of the correct answer (5 multiple choice questions). Read the question and each possible answer to the students.

### **Activities:**

- Name and point to computer parts. Students to repeat name after teacher says it. Then talk to students about what each part does.
- Draw a picture of a computer.
- Match vocabulary words with their pictures.
- Talk about how CD-ROMs are different music CDs and DVDs.
- Students to load and listen to an interactive storybook CD-ROM. Students to play a game on a CD-ROM.
- Have students open an online maze game and use the arrow keys to navigate through the maze.
- Create a document with vocabulary words or math numbers in a list and have students move them around with the arrow keys.
- Create flash cards with students' names or vocabulary words for students to type in a document.

### **Vocabulary:**

Computer, monitor, screen, mouse, CPU, disk, CD-ROM, flash drive, Arrow keys (up, down, left, right), Enter key, document, file, icon, desktop, task bar, insert, input, output

# Keyboarding Curriculum – Kindergarten

## Quarter 1 (continued)

### **Objective 2 – Drawing and Graphics**

**Students become familiar with painting, drawing, and coloring tools to create graphics.** (i.e., Microsoft Paint and Draw)

- Students use the Paintbrush tool to make a picture.
- Students use the Paintbrush tool and the Color Palette to make a multicolored picture.
- Students use the Eraser tool to edit a picture.
- Students select and use the Shape tools.
- Students use the Fill tool to add color to shapes and backgrounds.
- Students use the Spray Can or Airbrush tool to make a picture.

### **Projects:**

- Draw shapes of different colors.
- Draw an animal using the shape tool.
- Making Artwork - Students use technology to create self-portraits.

### **Assessments:**

- Observe students as they draw simple shapes using the Paintbrush tool.
- Observe students as they use the Color Palette and Paintbrush tool.
- Observe students as they create a picture and erase all or part of it using the Eraser tool.
- Call out a shape for the students to draw.
- Observe students adding color to the background using the fill tool. Observe students making a picture using the Spray Can or Airbrush tool.
- Handout: 5 question (circle the correct answer) teacher created assessment.
- Draw a picture using the Paintbrush tool, using at least 2 colors. Make a shape with the Shape tool and fill it with a color. Make a line of spray with the Airbrush or Spray Can tools.

### **Activities:**

- Discuss careers in which people use graphics (i.e. Disney)
- Draw a picture of your favorite food, thing to do, shape, etc.
- Draw a shape.
- Demonstrate how to use a real Paintbrush and show students how it's similar on the computer.
- Draw and erase a square. Explain how to use it to fix mistakes. Erase part of a picture.
- Show students how to use Undo and Repeat commands in the Edit menu (and icon shortcuts).
- Practice the Stretch and Skew commands in the Options menu to change shapes.
- Fill in a picture or shape with a color. Write a name of a color. (i.e., fruits and vegetables)

### **Vocabulary Words:**

Picture, graphic, paintbrush, color palette, tool, tool bar, eraser, shape (circle, oval, triangle, square), fill, add, spray can, airbrush, stretch, color (red, yellow, orange, green, blue, red, black, white, pink, purple), alphabet, undo, repeat, command, draw

# Keyboarding Curriculum – Kindergarten

## Quarter 2

### **Objective 3 – Keyboarding**

**Students are introduced to the keyboard and become familiar with the reasons that people learn keyboarding.**

- Students practice finding the letters A, B, C, D, and E on the keyboard.
- Students practice finding the letters F, G, H, I, and J on the keyboard.
- Students practice finding the letters K, L, M, N, and O on the keyboard.
- Students practice finding the letters P, Q, R, S, and T on the keyboard.
- Students practice finding the letters U, V, W, X, Y and Z on the keyboard.

### **Projects:**

- Key in a letter pattern using letters A through Z on the keyboard.
- Key technology vocabulary words.

### **Assessments:**

- Students to key the letters A through Z in Microsoft Word.
- Students to key a pattern in Microsoft Word, created by the teacher.
- Observe students as they practice typing.

### **Activities:**

- Key the first letter of sight words, animal names, art words, technology words, etc.
- Key words with letters A through M. Turn Caps Lock off and have students type the letters in lowercase.
- Key words with letters N through Z. Turn Caps Lock off and have students type the letters in lowercase.
- Type letters in a pattern.
- Keyboarding Bingo with technology vocabulary words and pictures.
- Use various websites with keyboarding practice exercises.

### **Vocabulary:**

Letters of the alphabet, pattern, text, type, posture, position, website, program, word wrap, home row finger placement, home row keys (ASDFJKL:/;)

# Keyboarding Curriculum – Kindergarten

## Quarter 2 (continued)

### Objective 4 –Input and Output Tools

Students are introduced to different types of input and output tools, and become familiar with how people use them.

- Students will identify a printer, scanner, speakers, and digital camera.
- Students will print a document using the Print button on the toolbar.
- Students will become familiar with the basic functions of a digital camera.
- Students will learn how take a picture with a digital camera.
- Students will learn how to transfer a picture from the digital camera to the computer.

### Projects/Activities:

- Scan a science picture.
- Use a printer to print a poem.
- Use the Microsoft Paint and Draw Program to make and print a picture of the weather.
- Take pictures around school or classroom. Upload them to the computer. Print the pictures.

### Assessments:

- Ask students to name ways people might use input and output tools.
- Ask students to point to a printer and scanner and tell whether the tool is used for input or output.
- Students to explain the difference between input and output tools.
- Observe students as they use the Print button to print a document.
- Discuss with students about when and why they might choose to print their work.
- Handout: 5 question (multiple choice) teacher created assessment.

### Vocabulary:

Printer, scanner, speaker, digital camera, lense, display, button, push, upload, input, output, print, toolbar, document, picture, image, draw, pop up box, menu bar, command

# Keyboarding Curriculum – Kindergarten

## Quarter 3

### Objective 5 – Keyboarding (Continued)

Students are introduced to the keyboard and become familiar with the reasons that people learn keyboarding.

- Students practice finding the number keys on the keyboard.
- Students use the correct posture and hand position for typing.
- Students learn to reach for the Enter key.
- Students use their right thumb to tap the Space Bar.
- Students learn to use the Home keys.

#### Projects:

- Key in a number pattern using number keys on the keyboard.
- Key technology vocabulary words.
- Key the numbers to answer math questions.
- Key simple words using the Home keys, Space Bar and Enter key (using proper hand position and finger techniques).
- Students use the keyboard and Microsoft Word to review the letters of the alphabet.

#### Assessments:

- Students to key numbers in Microsoft Word.
- Students to key a number pattern in Microsoft Word, created by the teacher.
- Observe students as they practice typing.
- Observe students as they demonstrate correct posture and proper keyboarding technique.
- Observe students as they locate keys that you say aloud.
- Observe students hand and finger positions as they key the Home keys and Space Bar.
- Handout: Fill in the circle of the correct answer (5 multiple choice questions). Read the question and each possible answer to the students.

#### Activities:

- Students to key double-digit numbers. Type numbers in a pattern.
- Keyboarding Bingo with technology vocabulary words and pictures.
- Key their age, birthdate, month, day, and year. Key math words, the first letter of opposite/even words, etc.
- Key a letter, word, or number, then Enter key in Microsoft Word. Make a list of vocabulary words.
- Students practice reaching for the Enter key without looking at their fingers. Students practice tapping the Space Bar without looking at their thumbs.
- Key spaces between letters and numbers.
- Students practice placing index fingers on F and J keys.
- Time students to see if they can key one word in a minute.

#### Vocabulary:

Numbers (1-20), Enter key, space bar, tap, pattern, number

# Keyboarding Curriculum – Kindergarten

## Quarter 3 (Continued)

### **Objective 6 – Internet**

**Students learn ways to use the Internet.**

**Students become familiar with the Internet as a source of information.**

- Students find and print a picture to color from the Web.
- Students use drawing tools to create a color a picture on the Web.
- Students play a game on the Web to practice previously learned skills.

### **Projects/Activities:**

- Discuss what the Internet is and what it does. Discuss what the Internet can be used for.
- Students to navigate through a Web page to find specific information.
- Look at different Web pages (i.e. Zoos, Museums, etc.)
- Listen to a story on the Web.
- Students find and play a video on the Web. Demonstrate how to pause a video or story, and then continue playing.
- Print a picture of a favorite holiday and color it.
- Using a website with a paint program, use drawing tools to create a color a picture.

### **Assessments:**

- Ask students how they can use the Internet.
- Observe students as they open up a Web page and listen to a story.
- Observe students as they find an appropriate coloring picture and print it.
- Observe students as they find a play a game on the Web.
- Handout: 5 question (multiple-choice) teacher created assessment.

### **Vocabulary:**

Print, find, picture, Web, draw, tools, game, program, web page, address, browser, menu bar, task bar, desktop

# Keyboarding Curriculum – Kindergarten

## Quarter 4

### Objective 7 – Word Processing

**Students are introduced to Microsoft Word and become familiar with the ways people use word processing software.**

- Students identify an icon and the cursor, open a word processing document, and use the mouse to the insertion point.
- Students key text in uppercase using the Caps Lock key.
- Students use the Shift key to create capital letters in a sentence.
- Students learn to key in simple sentences using the space bar, Shift keys and period symbol key.
- Students practice using the Backspace key to undo a space they have created.
- Students create a new line for text using the Enter key.
- Students navigate within a document using the Arrow keys.
- Students observe and use word wrap.

#### Projects:

- Key numbers on a number line.
- Key simple sentences using the Shift key for capital letters, Space bar for spaces between words, and the period symbol key at the end of a sentence. Then, use the Enter key to create a new line.
- Use word wrap when keying numbers or a story. Write about colors of shapes in sentence form.

#### Assessments:

- Ask students to name some ways they can use word processing software for school projects, or at home (i.e. homework list, chore list).
- Call out words for students to click next to in a teacher created Word document. Observe students monitors as they click the mouse to insert the cursor in the correct place.
- Observe students as they key in the alphabet, making sure they press the Space bar and the Enter key to create a new line.
- Ask students to explain word wrap.
- Observe that students are correctly using the Shift keys to make symbols.

#### Activities:

- Define word processing.
- Using a teacher created document, students key the first two lines of a rhyme.
- Practice opening teacher and/or student created documents.
- Key words and/or numbers on new lines. Key the alphabet. Key in a simple math problem.
- Use the alphabet to key technology vocabulary words, a definition, or the names of seasons, etc.
- Practice navigating a teacher created document.
- Introduce the Page Up and Page Down keys to students and have them practice moving the insertion point multiple lines at once.
- Practice using the Shift key to type a capital letter when keying in a person's name in a story.
- Insert a missing number in a date or a document.

#### Vocabulary

Icon, cursor, I-beam, word processing, document, mouse, insertion point, uppercase, lowercase, Shift key, capital, symbol, period, space bar, line, word wrap, Enter key, Arrow keys (up, down, left, right), number line, sentence, file, open, close, exit, save, print, font, size, tools, color, bold, underline, italic

# Keyboarding Curriculum – Kindergarten

## Quarter 4 (Continued)

### **Objective 8 – Presentation**

**Students are introduced to a presentation program and learn the ways that presentation software can be used.**

- Students will learn how to make a slide.

### **Projects:**

- Create a slide show.

### **Assessments:**

- Observe students create slides.

### **Activities:**

- Make a slide about an animal, season, color, etc.
- Students practice changing the background of their slides.
- Watch a slide show presentation created by the teacher.
- Students practice changing the transition effects in a slide show.

### **Vocabulary:**

Presentation, slide, slide show, title, layout, blank presentation, PowerPoint program, select, highlight