



Lesson Plan: Computer Keyboarding (3-

Introduction

This unit was developed in the Spring for 1997, by Nickola L. Frye, teacher and technology coordinator, Old Adobe School Union School District, as part of the Technology Implementation Plan for the Bernard Eldredge Elementary School.

The following lessons are based upon the use of *Animated Beginning Typing*, created by FLIX Productions, Tom Guthery, 601 Ranch Road, Del Valle, TX 78617. The full version is available for \$14.00 at that address or on the Web at <http://www.flixprod.com/software.html>

Students will rapidly learn to keyboard all letters of a standard PC and MAC computer keyboard.

Content Areas and Grades

This unit is anchored in (3-6) classroom technology usage. This unit has the potential to be extended to additional grades above and below those recommended.

Organizing Theme and Guiding Questions

Students will focus on the central goal of acquiring basic and advanced keyboarding skills for the enrichment and betterment of all technology usage in the classroom, at home and in future school grades.

Goals, Objectives, and Curriculum Standards

As a result of this unit, students will demonstrate progress in:

- Creating stories, poems, etc. on the computer, for a variety of classroom projects and curriculum subjects.
- Creative writing using descriptive language.
- Writing letters and keeping journals

Implementation Overview

This unit is taught over a period of 4 to 8 weeks (longer if necessary) using the software and additional materials, to an entire elementary grade class.

Internet Resources

Downloadable shareware demo of *Animated Beginning Typing*, can be found at <http://www.eden.com/-flixprod> or the full version can be ordered at: <http://www.flixprod.com/software.html>

Material Resources Needed

- *Animated Beginning Typing*, software.
- At least one classroom PC computer (running Windows 3.1, Windows95, 98, or 2000), monitor, Nimble Computer Keyboard (or other type of keyboard with colored keys or regular keyboard), PC to TV converter, TV connection cable, and TV. A LCD projector attached to a PC computer will also work.
- Colored Pencils (Pink, Orange, Blue, Green, and Purple).

- Printed Keyboard, 2 per student (see attached). When making copies use the expanding capabilities of your copy machine and make the keyboard on legal size (8.5" X 14") paper. This will make it close to actual size.
- Laminating machine (if desired).
- 14" X 22" tag board or foam-core board, colored paper (Pink, Orange, Blue, Green, Purple, White), and Velcro sticky back dots.
- Student Daily Keyboarding Journal page (see attached).
- Parents/Care-Givers letter (see attached).
- Student Testing Report page (Optional, see attached).

Human Resources Needed

A single teacher, in a single classroom or a computer lab can easily implement this unit. Additional support from para-professionals and volunteers could be beneficial.

Entry Level Skills and Knowledge

The teacher will need to be comfortable using the computer in the classroom and be familiar with the computer to TV converter

The students will need to have complete familiarity with the alphabet. This unit can be started near the end of first grade and works very well with second-graders.

Outline of Activities

This is a single disciplinary unit that should take about four to eight weeks (longer is OK) to complete, utilizing approximately 15 to 20 minutes per day, except for the first day. This is a whole group activity with a single student at the computer at any given time, and all other students following along on their individual printed/colored keyboard.

In addition, students will also take home one of the printed/colored keyboards with a letter, for parents/care-givers, regarding goals, timeline, and information on supplemental work which can be done at home.

Day 1

Introduction to the keyboard, utilizing the keyboard which has been drawn on the tag or foam-core board.

Introduce Home Row concept as where we keep our fingers while keyboarding. (HOME - being the place where we live)

Discuss each finger having a role and that each wants to do what it is assigned to do to, so that all can work together for speed and accuracy.

Using colored paper squares representing keys, with Velcro on back. These squares must match the key colors of the Nimble Keyboard or other colored keyboard you are using.

-	/	@	#	\$	%	^	&	*	()	-	+	backspace
tab	Q	W	E	R	T	Y	U	I	O	P	{	}	
caps lock	A	S	D	F	G	H	J	K	L	:	"	'	enter
shift	Z	X	C	V	B	N	M	<	>	?	/	shift	
control	option											option	control
SPACE BAR													

Students will color and create 2 copies of printed keyboard, using colored pencils. The teacher will laminate one, for classroom use (if desired) and one will be sent home with letter to parents or caregivers.

The teacher or instructor will introduce the keys found in 5 areas: **Home Keys** - ASDFJKL, **Upper Center Keys** - RTYU, **Center Keys** - EIGH, **Lower Center Keys** - CVBNM, **Outside Keys** - WXOQZP.

The order of the keys is important. On Day One the Home Keys should be stressed as each is colored. Play games with these keys's and the letters, (hold up hand and move fingers, don't forget to turn your back so your hands will match the students) to go to recess, come in from recess, and other areas of normal activity.

Have students color keys, on **both** paper keyboards, to match the colors on the Nimble Keyboard, starting with the Home Keys.

Have students memorize which letters are found on the home keys. If the letters on these keys are frequently repeated during this coloring and software introduction time, students will experience immediate success as they try the software.

Introduce students to Animated Beginning Typing software and how the screen is on the TV for all to see.

Practice with students the Letter Jumpers for the left and right hand Home Keys. *Set up an order for students to follow each time you do this activity.* Have several students rotate through using the keyboard on the computer while all others use their paper keyboards to do the same Letter Jumpers skill. You can usually have 10 or more students rotate to the computer each day.

When the student is on the computer it works best if they announce that they are starting, and need to say aloud each letter as the click on it.

Each day have students report their progress on the Student Daily Keyboarding Journal page.

**Day 2
to 14**

Introduce each set of letters (approximately every 3-4 days, as students are ready). Have students continue to memorize each set of letters and to practice with the Letter Jumpers and the Letter Drill exercises on the software.

Introduce *space bar, enter key, shift keys and tab key* or other keys as needed.

Day 14

Have students, using paper keyboards, test each other on all introduced letters to date. Use attached Student Testing Report to record student progress.

**Day 15
to 30**

Continue to introduce letters as students progress. Near the end of the fourth week, set up competitions against the clock in Letter Drill and Flying Letters to decrease each student's error rate and time necessary to do each exercise.

Each day have students report their progress on the Student Daily Keyboarding Journal page.

Day 30

Have students test each other on all introduced letters on the keyboard. Using attached Student Testing Report.

Record student's grades in your grade book. Thought should be given to having a Keyboarding and/or Technology grade on your schools or districts Report Card.

Evaluation

- Daily work can be evaluated on the basis of completed journal entries.
- Second and fourth week testing by other students should yield good evaluation.
- Interviews could be conducted with each student about their progress and their completion of each aspect of the program.

Possible Variations

This unit may be expanded or shortened as the teacher's needs require. It may also be expanded or shortened as the student's needs require.

Conclusion

This unit has been written to introduce the primary grades (3-6) to the keyboard through active whole class learning. Students will type and retype familiar letters of the alphabet to become familiar with and accomplished at keyboarding.

Teachers will succeed in having an entire class of students who can keyboard, thus facilitating the use of writing, word processing, and other software programs within a classroom, for all subjects and interdisciplinary units, which can utilize the use of a computer.

~	1	@	2	#	3	\$	4	%	5	^	6	&	7	*	8	(9)	0	-	+	backspace	
tab	Q	W	E	R	T	Y	U	I	O	P	{	}		\									
caps lock	A	S	D	F	G	H	J	K	L	:	;	enter											
shift	Z	X	C	V	B	N	M	<	>	.	?	shift											
control	option																				option	control	

Computer Keyboarding

(3-6)

Dear Parent or Care Giver:

Your child will be participating in a program to introduce the computer keyboard and keyboarding skills to students between grades 3 and 6. This unit has designed to be used with an entire class, so that all the students involved in this program will acquire knowledge of the positions of the lettered keys and experience success at keyboarding.

With the number of computers in the classroom being 1 to 5, each student is limited in the amount of time spent on the computer particularly for the composing of written assignments. It is the hope of all the teachers involved, that this 4 to 8 week program will allow all students to better utilize their time on the computer.

You can help your student by working with him/her on the following groups of letters: **Home Keys** - ASDFJKL, **Upper Center Keys** - RTYU, **Center Keys** - EIGH, **Lower Center Keys** - CVBNM, and **Outside Keys** – WXOQZP.

You can help with memorization of the letter groups, key locations and finger use on the keyboard. A paper keyboard has been provided for your student's home use for those of you who do not have access to a computer or keyboard (typewriter, etc.).

In addition, if you would like to obtain a copy of the software we are using in the classroom, *Animated Beginning Typing* for the PC, it can be ordered, (**full version is \$14.00**) from the Web site at <http://www.flixprod.com/software.html> or:

FLIX Productions
Tom Guthery
601 Ranch Road
Del Valle, TX 78617

Thank you for your help on this project.

STUDENT TESTING REPORT
Computer Keyboarding

Date _____ **End of Week** _____

Student Tested _____

Tester _____

Keys Tested

Correct

Home Keys - ASDFJKL _____ out of 7.

Upper Center Keys - RTYU _____ out of 4.

Center Keys - EIGH _____ out of 4.

Lower Center Keys - CVBNM _____ out of 5.

Outside Keys - WXOQZP _____ out of 6.