

Keyboarding: Grades 7, 8

Adopted 2006

Basic Knowledge

1.1 Define terminology

1. Prepare a list of terms with definitions [1.1.1](#)
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1.2 Explain the correct keyboarding techniques

1. Demonstrate the proper techniques necessary for operation of the keyboard [1.2.1](#)
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1.3 Explain proper care of keyboarding equipment

1. Recall proper care of keyboarding equipment [1.3.1](#)
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1.4 Identify computer equipment parts

1. Recall computer equipment parts [1.4.1](#)
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1.5 Explain functions of computer equipment parts

1. Demonstrate knowledge of functions of computer equipment parts [1.5.1](#)
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1.6 Identify home row keys and correct finger placement

1. Demonstrate correct finger placement on home row keys [1.6.1](#)
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1.7 Identify alpha-numeric keys/symbols using the touch method

1. Demonstrate touch method to alpha-numeric keys/symbols [1.7.1](#)
 2. Key words, phrases, sentences, and paragraphs [1.7.2](#)
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1.8 Explain basic service keys and their correct usage

1. Demonstrate knowledge of basic service keys and their correct usage [1.8.1](#)
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1.9 Explain correct spacing following punctuation marks

1. Demonstrate knowledge of spacing rules and applies to task [1.9.1](#)
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Text Formatting

2.1 Define terminology

1. Prepare a list of terms with definitions [2.1.1](#)
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2.2 Explain formatting text

1. Demonstrate text formatting features [2.2.1](#)

2.3 Explain formatting paragraphs

1. Demonstrate paragraph formatting features [2.3.1](#)
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2.4 Explain page setup

1. Demonstrate page setup features [2.4.1](#)
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Document Formatting Skills

3.1 Define terminology

1. Prepare a list of terms with definitions [3.1.1](#)
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3.2 Explain proofreader's marks

1. Identify and apply proofreader's marks on keyed copy [3.2.1](#)
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3.3 Explain correct memorandum/e-mail format

1. Key memorandums/e-mails [3.3.1](#)
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3.4 Explain unbound report format with/without title page and reference page

1. Key unbounded report with/without title page and reference page [3.4.1](#)
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3.5 Explain letter format for block style personal/business letter using open/mixed punctuation

1. Key block style personal/business letter using open/mixed punctuation [3.5.1](#)
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3.6 Explain column documents

1. Key column documents [3.6.1](#)
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3.7 Explain table documents

1. Key table documents [3.7.1](#)
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Speech Recognition

4.1 Define terminology

1. Prepare a list of terms with definitions [4.1.1](#)
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4.2 Describe career opportunities involving speech recognition software

1. Investigate careers that use speech recognition [4.2.1](#)
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4.3 Explain speech recognition software

1. Label the parts of the speech recognition window [4.3.1](#)
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4.4 Explain how to prepare a headset

1. Demonstrate proper headset care and techniques [4.4.1](#)

4.5 Explain how to create a speech recognition user profile

1. Create a speech recognition user profile [4.5.1](#)
 2. Set audio settings [4.5.2](#)
 3. Read a training story [4.5.3](#)
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4.6 Explain the basic speech recognition commands

1. Switch between voice command and dictation modes [4.6.1](#)
 2. Turn the microphone off using a voice command [4.6.2](#)
 3. Practice saying commands [4.6.3](#)
 4. Open menus with voice commands [4.6.4](#)
 5. Open and close toolbars with voice commands [4.6.5](#)
 6. Apply basic speech recognition features to produce a document [4.6.6](#)
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Handwriting Recognition

5.1 Define terminology

1. Prepare a list of terms with definitions [5.1.1](#)
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5.2 Identify digital tablets that allow handwritten input

1. Compare types of handwriting recognition devices [5.2.1](#)
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5.3 Explain basic digital pen actions

1. Demonstrate basic pen skills, i.e. tap, double-tap, touch and drag, etc. [5.3.1](#)
 2. Create a document using basic pen skills [5.3.2](#)
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5.4 Explain settings that can be changed for a digital tablet or a Tablet PC

1. Demonstrate the proper techniques necessary for operation of the tablet [5.4.1](#)