

# Keyboarding Standards K-8

## Kinder

- K1 Begin to recognize letter location and left/right hand sides of the keyboard. (2A, 2B)
- K2 Begin to demonstrate use of the space bar and Return/Enter key. (2A, 2B, 2C)
- K3 Begin to use the Shift key to create capital letters. (2A, 2B, 2C)
- K4 Begin to keyboard simple words using hunt and peck method while maintaining right-hand and left-hand keyboard orientation. (2A, 2B, 2C, 2D)

## First

- K1 Use the correct left/right hand positions on the keyboard. (2A, 2B)
- K2 Demonstrate correct use of the space bar and **Return/Enter** key. (2A, 2B, 2C)
- K3 Use the **Shift** key to create capital letters. (2A, 2B, 2C)
- K4 **Introduce students to the home row keys.** (2A, 2B, 2C)
- K5 Keyboard simple words using hunt and peck method while maintaining right-hand and left-hand keyboard orientation. (2A, 2B, 2C, 2D)
- K6 **Use correct posture when keyboarding.** (2A, 2B)
- K7 **Use language skills including capitalization, punctuation, spelling, word division, and the use of numbers and symbols as grade-level appropriate.** (2D, 2E)

## Second

- K1 Use the correct left/right hand positions on the keyboard. (2A, 2B)
- K2 Demonstrate correct use of the space bar and Return/Enter key. (2A, 2B, 2C)
- K3 Use specialized computer keys such as **Shift** and **Esc**. (2A, 2B, 2C)
- K4 **Demonstrate proper finger position on Home Row keys.** (2A, 2B, 2C)
- K5 **Keyboard simple sentences (students may look at keyboard when necessary, especially for Non-Home Row keys).** (2A, 2B, 2C, 2D, 2E)
- K6 Use correct posture when keyboarding. (2A, 2B)
- K7 Use language skills including capitalization, punctuation, spelling, word division, and the use of numbers and symbols as grade-level appropriate. (2E)
- K8 **Use one space after all punctuation marks.** (NE)

## Third

- K1 Use the correct left/right hand positions on the keyboard. (2A, 2B, 2C)
- K2 Demonstrate correct use of the space bar and **Return/Enter** key. (2A, 2B, 2C)
- K3 Use specialized computer keys such as **Shift** and **Esc**. (2A, 2B, 2C)
- K4 Demonstrate proper finger position on Home Row keys. (2A, 2B, 2C)
- K5 Keyboard word lists and sentences using correct posture and proper keyboarding technique. (2B, 2C, 2D)
- K6 Use language skills including capitalization, punctuation, spelling, word division, and the use of numbers and symbols as grade-level appropriate. (2D, 2E)
- K7 **Use a variety of software applications such as Word, Kid Pix, Excel, or Inspiration to produce, proofread, and correct errors within documents.** (2D)
- K8 **Students will keyboard 10 words per minute with 90% accuracy by the end of the third grade.** (2A, 2F)
- K9 Use one space after all punctuation marks. (NE)

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## Fourth

- K1 Use correct posture when keyboarding and demonstrate proper keyboarding technique for each letter of the alphabet. (2A, 2B, 2C)
- K2 Demonstrate correct use of the space bar and *Return/Enter* key. (2A, 2B, 2C)
- K3 Use specialized computer keys such as *Shift*, *Esc*, and *Ctrl*. (2A, 2B, 2C)
- K4 Keyboard word lists and sentences using correct posture and proper keyboarding technique. (2A, 2B, 2C, 2D)
- K5 Use language skills including capitalization, punctuation, spelling, word division, and the use of numbers and symbols as grade-level appropriate. (2D, 2E)
- K6 Use a variety of software applications such as Word, Kid Pix, Excel, or Inspiration to produce, proofread, and correct errors within documents. (2D)
- K7 Students will keyboard 15 words per minute with 92% accuracy by the end of the fourth grade.
- K8 Use one space after all punctuation marks. (NE)

## Fifth

- K1 Use correct posture when keyboarding and demonstrate mastery of proper keyboarding technique. (2A, 2B)
- K2 Keyboard word lists and sentences using correct posture and proper keyboarding technique. (2A, 2B, 2C, 2D)
- K3 Use language skills including capitalization, punctuation, spelling, word division, and the use of numbers and symbols as grade-level appropriate. (2E)
- K4 Use a variety of software applications such as Word, Kid Pix, Excel, or Inspiration to produce, proofread, and correct errors within documents. (2D)
- K5 Students will keyboard 20 words per minute with 94% accuracy by the end of the fifth grade. (2A, 2F)
- K6 Use one space after all punctuation marks. (NE)
- K7 Keyboard from copy (documents, textbooks, or other printed sources of information). (2A, 2D)

## Sixth

- K1 Use correct posture when keyboarding and demonstrate mastery of proper keyboarding technique. (2A, 2B)
- K2 Use language skills including capitalization, punctuation, spelling, word division, and the use of numbers and symbols as grade-level appropriate. (2B)
- K3 Use a variety of software applications such as Word, Excel, or Inspiration to produce, proofread, and correct errors within documents. (2B, 7A, 7B, 7C)
- K4 Students will keyboard 24 words per minute with 96% accuracy by the end of the sixth grade. (2A, 2B)
- K5 Use one space after all punctuation marks. (2C)
- K6 Keyboard from copy (documents, textbooks, or other printed sources of information). (2A, 2B, 2C)

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## Seventh

- K1 Use correct posture when keyboarding and demonstrate mastery of proper keyboarding technique. (2A, 2B)
- K2 Use language skills including capitalization, punctuation, spelling, word division, and the use of numbers and symbols as grade-level appropriate. (2B)
- K3 Use a variety of software applications such as Word, Excel, or Inspiration to produce, proofread, and correct errors within documents. (2B, 7A, 7B, 7C)
- K4 Use one space after all punctuation marks. (2C)
- K5 Students will keyboard 28 words per minute with 98% accuracy by the end of the seventh grade. (2A, 2B)
- K6 Keyboard from copy (documents, textbooks, or other printed sources of information). (2A, 2B, 2C)

## Eighth

- K1 Use correct posture when keyboarding and demonstrate mastery of proper keyboarding technique. (2A, 2B)
- K2 Use language skills including capitalization, punctuation, spelling, word division, and the use of numbers and symbols as grade-level appropriate. (2B)
- K3 Use a variety of software applications such as Word, Excel, or Inspiration to produce, proofread, and correct errors within documents. (2B, 7A, 7B, 7C)
- K4 Use one space after all punctuation marks. (2C)
- K5 Students will keyboard 32 words per minute with 98% accuracy by the end of the eighth grade. (2A, 2B)
- K6 Keyboard from copy (documents, textbooks, or other printed sources of information). (2A, 2B, 2C)