

KCA 1-7, 9-11, 13-15, 17-18, 28-29, 31-32: KEYBOARDING UNIT

ESSENTIAL QUESTIONS:

1. Can you properly demonstrate which fingers control each key on a keyboard?
2. Can you use home key anchors to assist in developing location security?
3. Can you develop correct keyboarding posture and technique?
4. Can you gradually increase speed and accuracy by not looking at the keyboard?

WHAT ARE YOU LEARNING TODAY?:

I am learning how to properly touch type using the QWERTY keyboard. This involves the skill of correctly typing without using the sense of sight to find keys. This includes all of the above skills.

WHY DO YOU THINK THIS IS IMPORTANT?:

This is important because the ability to type is valuable in every aspect of my life – from schoolwork to job-hunting qualifications -- and everything in-between.