

<p>Essential Understandings</p>	<ul style="list-style-type: none"> ▪ Proper work area arrangement and keying position will enhance production and technique. ▪ Home-row keys are used to strike the remaining keys on the keyboard. ▪ The right thumb is used to strike the space bar. ▪ Line spaces are used within documents. ▪ Finger curvature and alignment are necessary for accuracy. ▪ The cap lock, shift, tab, and backspace keys are specific function keys. ▪ The number keys are located on the top row of the keyboard. ▪ The shift key is used to capitalize a letter or form symbols.
<p>Essential Questions</p>	<ul style="list-style-type: none"> ▪ What is the proper keying position? ▪ How should the work area be arranged? ▪ What are the home-row keys? ▪ What is double-space, single-space, triple-space, and quadruple-space? ▪ When is it appropriate to use the cap lock, shift, tab, and backspace keys?
<p>Essential Knowledge</p>	<ul style="list-style-type: none"> ▪ The proper keying position is: <ul style="list-style-type: none"> ○ fingers curved and upright over home key; wrists low, but not touching frame of keyboard ○ forearms parallel to slant of keyboard ○ body erect, sitting back in chair ○ feet on floor for balance. ▪ The work area arrangement should be: <ul style="list-style-type: none"> ○ keyboard directly in front of chair even with the edge of the table or desk ○ monitor placed for easy viewing ○ chair at a comfortable height. ▪ The home-row keys are a, s, d, f, (left fingers) and j, k, l, ;, (right fingers). ▪ A single-spaced line indicates there are now line spaces between each line of keying. One return. ▪ A double-spaced line leaves one blank line between each line of keying. Two returns. ▪ A triple-spaced line leaves two blank lines between each line of keying. Three returns. ▪ A quadruple-spaced line leaves three blank lines between each line of keying. Four returns. ▪ The cap Lock key is used to capitalize an entire word or line. ▪ The shift key is used to capitalize one letter in a word or a sentence. ▪ The tab key is used to create tables and indentions. ▪ The backspace key is used to correct errors.

Vocabulary	<ul style="list-style-type: none"> ▪ <u>Terms:</u> <ul style="list-style-type: none"> ○ home row, double space, triple space, single space, quadruple space
Essential Skills	<ul style="list-style-type: none"> ▪ Identify line spacing. ▪ Demonstrate correct usage of home row keys. ▪ Demonstrate correct technique.
Related Maine Learning Results	<p><u>Career and Education Development</u></p> <p>A. Learning About Self and Interpersonal Relationships</p> <p>A1. Self-Knowledge and Self-Concept</p> <p>Students reflect on and/or analyze interests, skills, habits of mind, and experiences to maintain a positive self-concept and to aid them in making career and life decisions.</p> <ul style="list-style-type: none"> a. School-to-school decisions. b. School-to-work decisions. <p>A4. Career and Life Roles</p> <p>Students demonstrate and evaluate successful strategies for accomplishing tasks, balancing career and life roles, and reducing stress in a variety of school, work, and community settings.</p> <ul style="list-style-type: none"> a. Time management b. Goal-setting c. Resource management <p>B. Learning About and Exploring Education, Career, and Life Roles</p> <p>B2. Skills for Individual/Personal Success in the 21st Century</p> <p>Students evaluate strategies to improve skills that lead to lifelong learning and success in the classroom, and the achievement of schoolwork, work and career, and personal life goals.</p> <ul style="list-style-type: none"> a. Literacy skills b. Numeracy c. Critical thinking skills d. Information and communication technology (ICT) literacy e. Interpersonal skills f. Other academic skills and knowledge <p>B3. Education and Career Information</p> <p>Students use previously acquired knowledge and skills to evaluate and utilize a variety of resources to articulate a plan and make decisions for post-secondary education, training, and career choices.</p>

Related Maine Learning Results	<p>C. Learning to Make Decisions, Plan and Create Opportunities, and Make Meaningful Contributions</p> <p>C1.The Planning Process</p> <p>Students use the planning process to make school-to-school and school-to-work decisions.</p> <p>a. Self-knowledge</p> <p>b. Looking for and creating personal career options</p> <p>c. Decision-making skills</p> <p>C4.Societal Needs and Changes that Influence Workplace Success</p> <p>Students analyze and evaluate strategies for addressing diverse and changing societal and global economic needs that influence personal decision- making for workplace success.</p>
Sample Lessons And Activities	<ul style="list-style-type: none">▪ Practice work▪ Dictation from instructor
Sample Classroom Assessment Methods	<ul style="list-style-type: none">▪ Observation▪ Quiz
Sample Resources	<ul style="list-style-type: none">▪ <u>Publications:</u><ul style="list-style-type: none">○ <u>Keyboarding and Information Processing</u> – South-Western Educational Publishing▪ <u>Other Resources:</u><ul style="list-style-type: none">○ Teacher made materials