

BUSINESS & COMPUTER SCIENCE/BUSINESS MANAGEMENT

Word Processing Unit 1: Keyboarding

Essential Understandings	▪ 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.
Essential Questions	▪ 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?
Essential Knowledge	▪ The proper keying position is: ○ 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: ○ 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.

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Vocabulary	▪ <u>Terms:</u> ○ home row, double space, triple space, single space, quadruple space
Essential Skills	▪ Identify line spacing. ▪ Demonstrate correct usage of home row keys. ▪ Demonstrate correct technique.
Related Maine Learning Results	<u>Career and Education Development</u> A. Learning About Self and Interpersonal Relationships A1. Self-Knowledge and Self-Concept 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. a. School-to-school decisions. b. School-to-work decisions. A4. Career and Life Roles 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. a. Time management b. Goal-setting c. Resource management B. Learning About and Exploring Education, Career, and Life Roles B2. Skills for Individual/Personal Success in the 21st Century 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. 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 B3. Education and Career Information 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.

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Related Maine Learning Results	C. Learning to Make Decisions, Plan and Create Opportunities, and Make Meaningful Contributions C1.The Planning Process Students use the planning process to make school-to-school and school-to-work decisions. a. Self-knowledge b. Looking for and creating personal career options c. Decision-making skills C4.Societal Needs and Changes that Influence Workplace Success Students analyze and evaluate strategies for addressing diverse and changing societal and global economic needs that influence personal decision- making for workplace success.
Sample Lessons And Activities	▪ Practice work ▪ Dictation from instructor
Sample Classroom Assessment Methods	▪ Observation ▪ Quiz
Sample Resources	▪ <u>Publications:</u> ○ <u>Keyboarding and Information Processing</u> – South-Western Educational Publishing ▪ <u>Other Resources:</u> ○ Teacher made materials