

Learning Target: I can use proper keyboarding technique when typing

Success Criteria/Objectives:

- ☐ use correct hand posture on every key
- ☐ Use keyboard shortcuts
- ☐ Increase typing speed and accuracy

Standards:

7-8.DL.1 Type on a keyboard while demonstrating proper keyboarding technique, with increased speed and accuracy

Key Ideas:

Touch typing makes you faster. This, in turn, means you will be more productive, as it takes you less time to do tasks so you can take on more work or assignments, or alternatively spend less time sitting at a computer. Automatizing the process improves the quality of your writing too. It frees up cognitive energy so you focus on the ideas instead of just the language required to articulate them.

Keyboard shortcuts are keys or key combinations you can press on your computer's keyboard to perform a variety of tasks. Because both of your hands can remain on the keyboard, using a shortcut to perform a task is often faster than using a mouse. Keyboard shortcuts are also universal—meaning once you learn them, you can use many of the same shortcuts in a variety of applications.

1. Introduction

- Check your typing skills in 60 seconds - 1 minute test <https://www.typingtest.com/>
- Why is it important to learn keyboarding/touch typing?
- What are some keyboarding shortcuts that you know?

2. Mini Lesson:

Review the 6 reasons to learn touch typing [here](#) and keyboard shortcuts [here](#)

- 1. Speed - This is going to be the first and most obvious benefit of learning to touch type. A touch typist can easily reach typing speeds above 75-80 words per minute, while a non-trained individual is around 10.
- 2. Accuracy - One of the most important things to learn no matter how hard you type is to type accurately.
- 3. Time - If you increase your typing speed for example, from say 30 words per minute to 60, you have effectively halved the time it would take you to do the same amount of work.
- 4. Decrease Fatigue - Typing is both psychologically and physically exhausting when done for long periods of time. Learning to touch type properly reduces mental and physical fatigue. Mentally, it keeps you from having to focus on two things at once. All you have to worry about is your output, not finding the individual keys. Physically, it keeps you from constantly having to bend your head over the keyboard to find your next couple of keystrokes.

- 5. Health - Overall, touch typing is better for your health. You're not hunched over looking at the keys, and using all of your fingers actually reduces the risk for repetitive stress injuries (RSI).
- 6. Productivity - By learning touch typing, you shall become more productive and even increase your own confidence. Time is nearly halved and errors will become near enough non-existent. Touch typing is a skill to be proud of and is desired within within most industries.

3. Activity

Student begin self paced touch typing lessons at <https://www.typingclub.com/>

Students learn about computer shortcuts for Windows and macOS computers here:

<https://edu.gcfglobal.org/en/techsavvy/keyboard-shortcuts/1/>

4. Summary

Students review shortcuts with Quizlet flashcards

<https://quizlet.com/3054050/keyboard-shortcuts-flash-cards/>

5. Out of class practice/homework

Students complete self paced keyboarding practice (2 weeks)

6. Resources

[25 Essential Windows Keyboard Shortcuts You Need to Know Now](#)

15 Amazing Shortcuts You Aren't Using [video](#)

10 Easy Shortcuts Everybody Needs to Know in 2020 [video](#)