

Keyboarding

The major keyboarding focus through sixth grade is to develop proficiency in touch typing the alphabetic keys. The symbol and number keys should be introduced as needed to support writing and correct technique practiced. By the end of sixth grade, students should be using the correct fingers to reach the keys. While correct technique (finger reach) is expected for symbol and number keys, students are not expected to be proficient (regarding speed and accuracy) in their use.

As students progress from an introductory level of keyboarding, one can anticipate noticing the following positive changes in performance proficiency.

- Increased automaticity and fluidity
- Eyes on the monitor a greater percentage of the time.
- Accuracy of reach from the home row
- Comfort and confidence moving to and from the home row
- More fluid use of the shift key
- Increased accuracy and speed