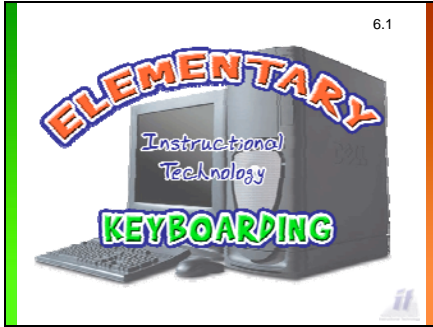


Slide 1



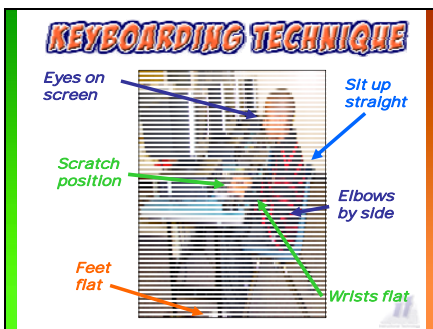
This is the wait screen that should be displayed while students are getting settled. It would be helpful if students returned to the same lab computer for each lesson. It will simplify the log on process. However, it is not necessary. Students will complete the 6th Grade Keyboarding Program under the cai logon. They do ***not*** need to logon as themselves.

Slide 2



Welcome to 6th Grade Keyboarding. The focus of this program will be on continuing to develop speed and accuracy with the ultimate goal of maximizing your students' productivity during lab time.

Slide 3



Your students should be very familiar with proper keyboarding technique. Click once and an arrow appears. Ask students to demonstrate how their backs should be when keyboarding. Click through the slide reviewing each element emphasizing that proper posture DOES matter. Poor posture contributes to muscle strains and repetitive motion stress injuries.

Slide 4



Explain to students that it is necessary to change the resolution of their computer's screen to make it possible to view the programs which will be used in the 5th grade keyboarding program. The monitor resolution is the size of the display. It determines how much can be seen on the screen.

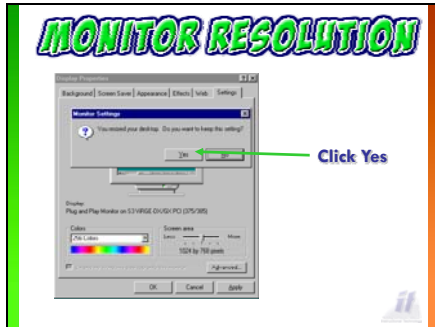
Slide 5



Slide 6



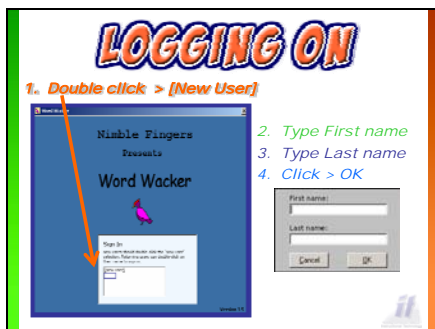
Slide 7



Slide 8



Slide 9

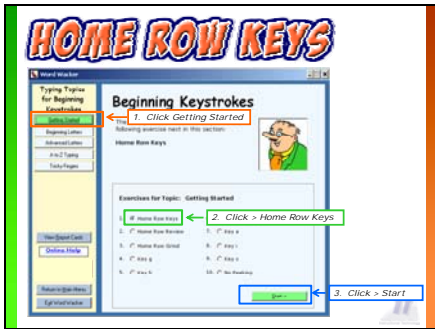


Slide 10



Each lesson will begin with a home row warm up activity.

Slide 11



Slide 12



Have students partner up to check finger placement on the home row keys or check students yourself. Ask students the purpose of the home row. It is to serve as a base for reaches to other keys. Note that the J and F keys have raised bumps on them to help typists “feel” the correct finger placement. It is extremely important that fingers always return to their “home”. Students should use their right thumb to depress the space bar.

Slide 16

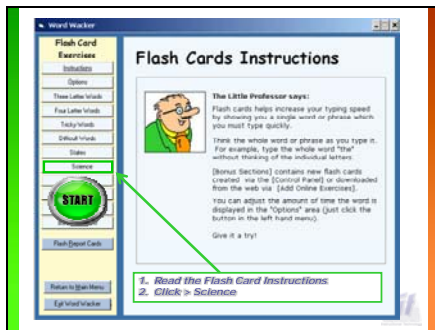


Slide 17



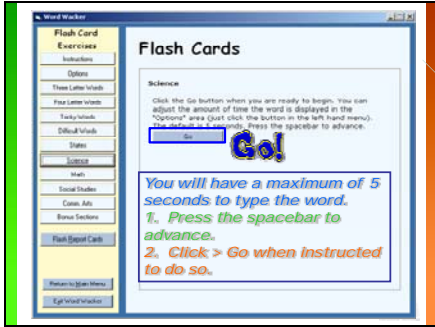
The second activity will be Flashcards. The purpose of flash cards is to increase typing speed.

Slide 18



The goal of this exercise is to increase typing speed. They will be keying words from the 6th grade curriculum.

Slide 19



Present this slide and the next before instructing students to click Go.

Slide 20



The words should be typed as soon as they appear. If a word is keyed incorrectly or not in the time permitted, the above screen will be displayed. The student should press the space bar to continue. The goal is to type as many words as possible. Give the students approximately 5 minutes to type the flashcards before calling a halt. The time may need to be adjusted depending on how long it took students to start the program and complete the home row activity.

Slide 21



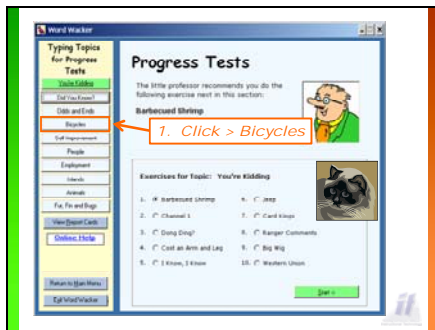
Slide 22



Slide 23

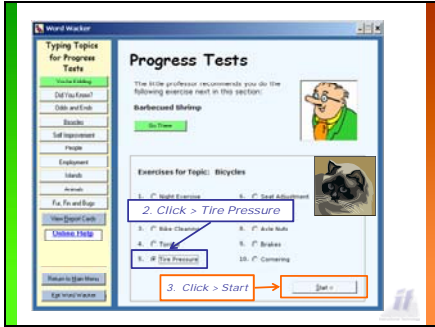


Slide 24

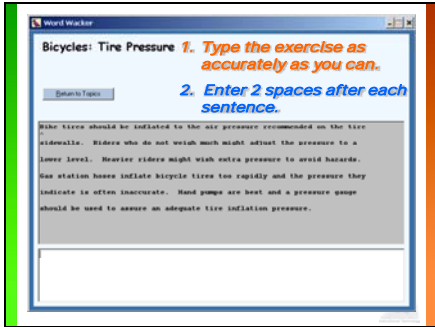


In this exercise, students will type a paragraph. Explain that they are to concentrate on accuracy and speed.

Slide 25

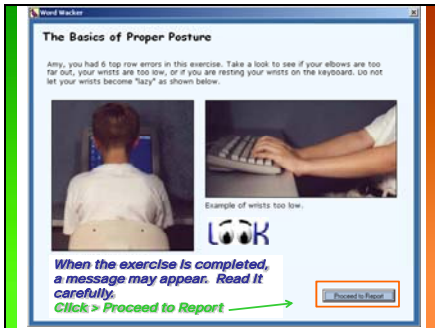


Slide 26



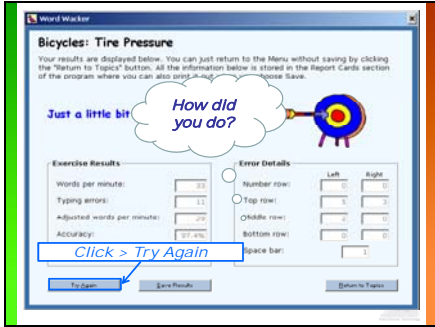
If students make a mistake, the correct character must be typed before the program will allow the student to continue.

Slide 27



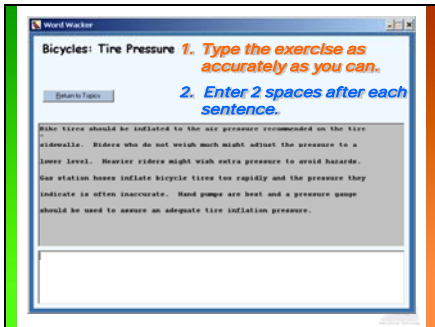
The program has analyzed student mistakes and made a suggestion based on that analysis. Encourage students to carefully, thoughtfully consider suggestions. Doing so will help them to boost their accuracy and speed.

Slide 28

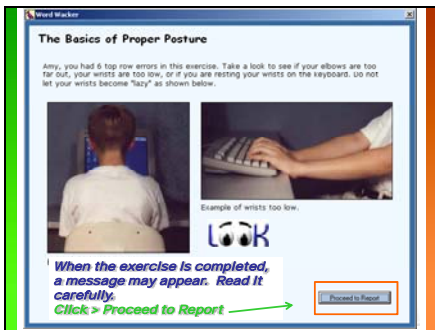


Students will repeat the same exercise and should practice the suggestion which was offered. They should “push” themselves. Practice makes perfect!

Slide 29

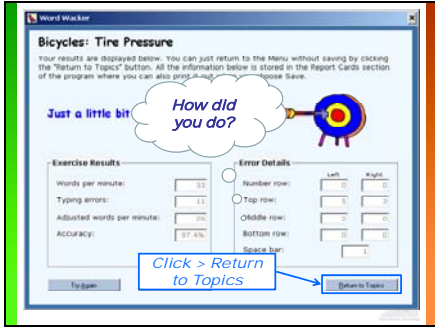


Slide 30



Students should again pay attention to the typing tip which is tailored to their performance.

Slide 31



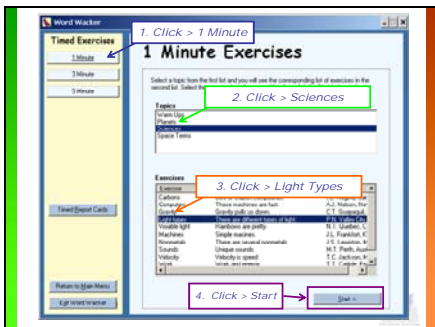
Ask for a show of hands: Who improved their Words per minute? Made fewer typing errors? Have students look at and consider their Error Details. Did they improve?

Slide 32

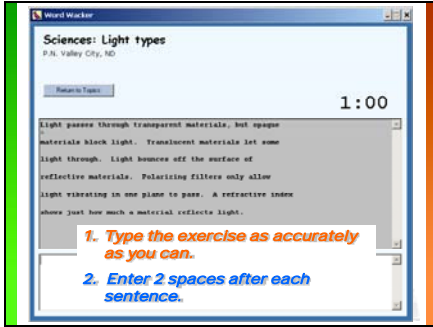


Students will complete this Timed Exercise at the end of each lesson. They will record their results. The goal is to see at least some improvement over the course of the program.

Slide 33

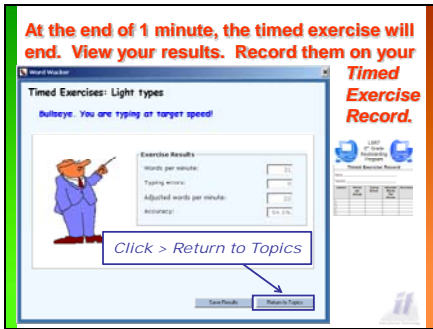


Slide 34



If students make a mistake, the correct character must be typed before the program will allow the student to continue. Two spaces must be entered at the end of each sentence.

Slide 35



Students should record their Exercise Results on their Timed Exercise Record.

Slide 36



Slide 37

