

# Keyboarding

## **Mastery Objective:**

Learn to keyboard well. Know which finger is used for each key. Be able to press the key that you want without looking at your hands and without making a lot of mistakes.

## **Purpose:**

Students need to keyboard well because the keyboard is still the best way to get information into a computer or digital communication device. The faster we can enter information without making lots of mistakes, the faster we can complete our work.

## **Agenda:**

Students will learn to keyboard; using handouts, Microsoft Word 2007, keyboarding software, and the Internet. We will type letters and words and use online games to practice.