Second-Third Grade Keyboarding/Computer Skills Checklist

Students	Review operating skills learned in primary grades (see K-1 outcomes sheet)	Identify parts of the monitor screen (desktop, menu bar, hard drive, etc.)	Open, name, save, close, retrieve, and print files with guidance	Demonstrate proper naming of files, such as using name, subject, date, no spaces, etc., for easier retrieval	Use right thumb on spacebar	Use left and right hands on appropriate sides of keyboard	Locate, identify, and use letter, number, tab, and punctuation keys	Demonstrate correct hand position/fingering, and proper posture, while practicing home row key strokes	Use correct posture while sitting at and using the computer	Recognize that letters typed on the keyboard are lower case unless the shift key is used				
Student Name #1														
Student Name #2														
etc.														
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Updated 10/31/08