Fourth Grade Keyboarding/Computer Skills Checklist

Students	Review operating skills learned in second and third grades (see 2-3 outcomes sheet)	Identify and differentiate between hardware, such as printer, keyboard, CPU, monitor, etc, and software, such as Microsoft Word, PAWS, etc.	Create a document with guidance, such as a story, picture, list, sign, etc., and save the file with appropriate naming procedures.	Open, save, close, and print files independently	Select, cut, copy, and paste items within a document with guidance	Review keyboarding skills learned in second and third grades (See grades 2-3 outcomes sheet)	Students will receive keyboarding instruction using grade level appropriate software, (with keyboarding covers or lights off), to build keyboarding skills beyond home row.	Demonstrate mastery of home row keys using correct hand position and fingering, with minimum 20 WPM and 85%+ accuracy	Demonstrate correct hand position and fingering, and keeping eyes on copy while practicing short-reach key strokes	Recognize that letters typed on the keyboard are lower case unless the shift key is used	Use correct posture while sitting at and using the computer.		
Student Name #1													
Student Name #2													
etc.													
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