Fifth Grade Keyboarding/Computer Skills Checklist

Students	Review operating skills learned in fourth grades (See Grade 4 outcomes sheet)	Create a document independently	Apply writing tools (spell check, thesaurus) to a document	Open, save, close, and print files independently	Select, cut, copy, and paste items within a document independently	Produce a document with images using word processor/publishing software.	Review keyboarding skills learned in fourth grade (See grade 4 outcomes sheet)	Students will receive keyboarding instruction using grade level appropriate software, (with keyboarding covers or lights off), to master alphabetic keyboarding skills	Demonstrate proper posture while working at the computer		
Student Name #1											
Student Name #2											
etc.											
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