Kindergarten-1st Grade Keyboarding/Computer Skills Checklist

Students	Turn computer on and off properly	Locate and identify components, such as: keyboard, mouse, monitor/screen, printer	Demonstrate use of the mouse and cursor	Identify and demonstrate use of Enter/Return	Identify and demonstrate use of Space Bar	Identify and demonstrate use of Arrow Keys	Identify and demonstrate use of shift keys	Launch and exit programs	Demonstrate correct log-in and log-out procedures (if applies)	Demonstrate proper insertion and removal of discs into/from appropriate drives	Use right thumb on spacebar	Use left hand on left side of keyboard	Use right hand on right side of keyboard	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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Updated 10/31/08