

# Grades 4, 5, 6, 7, 8

Adopted 2010

The student will operate and maintain the workstation.

**1.1** Interpret computer and keyboarding terminology.

**1.2** Manage the computer system and related software.

**1.3** Demonstrate appropriate lab safety skills.

The student will operate the alphabetic, numeric, and symbol keyboard using the touch system.

**2.1** Demonstrate correct body and hand position for keyboarding.

**2.2** Apply the touch system to develop keyboarding skills using the alphabetic, numeric, and symbol keys.

**2.3** Observe a demonstration on voice input.

The student will format simple documents (letters, reports, articles).

**3.1** Key documents applying formatting functions for setting margins, tabs, and paragraph spacing.

**3.2** Demonstrate proper keying and formatting technique for simple letters, reports, and articles.

**3.3** The student will apply typography guidelines.

**3.4** Explore the gathering of information using a variety of electronic resources, including but not limited to the Internet.

The student will apply standard rules of spelling, punctuation, grammar, and capitalization.

**4.1** Demonstrate proper keying and formatting technique for written communications.

**4.2** Compose and proofread documents for accuracy, content, grammar, spelling, and punctuation.