



Ultimate Guide to Keyboarding

1st Grade Student Workbook

by Ask a Tech Teacher

**ULTIMATE GUIDE TO KEYBOARDING
STUDENT WORKBOOK**

GRADE 1

by Ask a Tech Teacher©

ULTIMATE GUIDE TO KEYBOARDING—1ST GRADE WORKBOOK

Second Edition 2014

Part of the Structured Learning Technology for the Classroom series

*Visit the companion website at <http://askatechteacher.com> for more resources to teach
keyboarding to Kindergarten—Eighth Grade*

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ISBN: 978-1-942101-00-0

Printed in the United States of America

INTRODUCTION

Your goal: Learn to type. You'll get there. We're going to help.

All you do is follow lessons in these workbooks and watch the videos (grades 3-8 only) if your teacher provides them. How much time? Here's an estimate:

K-2 15-30 min. a week

3-8 30-60 min. a week

Are you surprised you can learn to keyboard in such a short amount of time? Wait till you see how much fun it is! We give you lots of choices. You can even work with a friend, both of you on laptops, Chromebooks, or desktops (no iPads unless you have an attached keyboard).

Follow the plan. Execute it faithfully. It works.

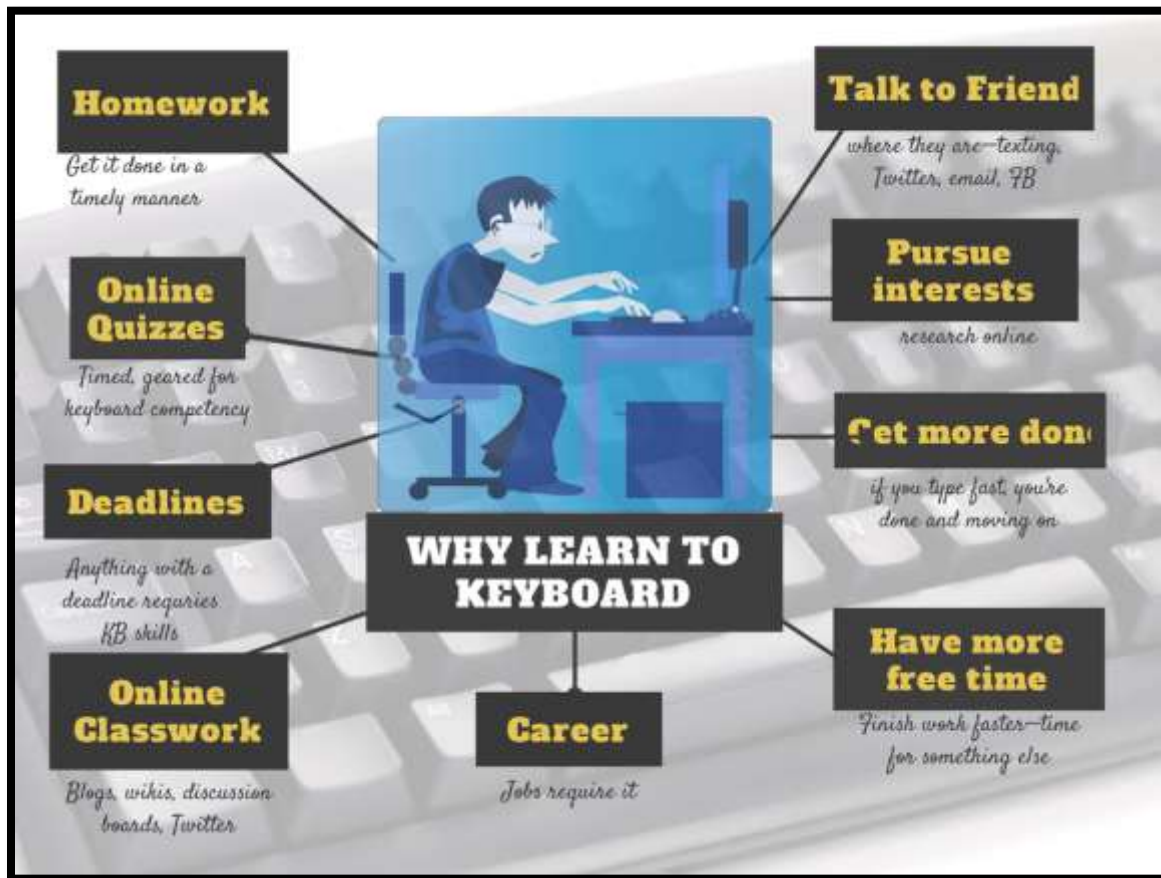
WHY LEARN KEYBOARDING?

If you've ever seen a friend struggle to type a web address or a book report when they don't know where the keys are, you know why you want to learn.

There are more reasons (see Figure 1):

- *to get homework done in a timely manner*
- *to take online quizzes and tests (more common every day)*
- *to complete online classwork—blogs, wikis, websites, discussion boards*
- *to finish timed work before the clock runs out*
- *to talk with friends—email, texting, Twitter, FB*
- *to find out more about what interests you (research online)*
- *to get more done in the 24 hours you get each day*
- *to have more free time to do other stuff*
- *when you get a job, they'll expect you to know keyboarding*

Figure 1—How you use the keyboard



To achieve these goals means you type fast enough to keep up with your thoughts. Follow the lessons in this series and it'll happen. As early as 4th grade.

HOW TO USE THIS BOOK

- This workbook is part of the K-8 Keyboarding curriculum your school has selected to guide your learning through Middle School. Each lesson takes 15 to 30 minutes, with an equal amount of home practice (3rd-8th grade only). Your teacher will help you decide how long.
- Go month-by-month, in the order presented.
- **Green highlighted words** are vocabulary you want to learn and use.
- Because each monthly and weekly group of activities likely will take place over multiple time periods, lessons include an underscore (____) in front

of parts. Check off (in the manner allowed by your digital reader) what you complete and proceed from there next time you practice.

- When using online sites, follow digital citizenship rules discussed in class.
- As you finish each activity and skill, check it off ***Ready to Move On*** (at end of month) and the grade-level checklist. Don't go to a new month until everything is completed. Then, print the ***Ready to Move On*** list and hang it by your computer to remember what you know.
- Work at your own pace. Don't feel pressured to keep up or forced to slow down. If you can check it off the list, move on. If you finish the year early, ask your teacher what she'd like you to do.
- BTW—when we reference 'ask your teacher', go find the person who started your self-directed keyboarding program. That's who we mean.
- Grades 3-8 offer 12 videos, one hour each, to support keyboarding study (if your teacher uses this approach). Your teacher will provide the links and explain how to use them.
- If you need to purchase additional copies of this ebook or other years, contact zeke.rowe@structuredlearning.net.

You'll find a lot of links in this ebook, but know this: Links die. If a link doesn't work, try a different one (usually there are options). If that doesn't work, contact Zeke.Rowe at StructuredLearning.net. He'll help.

OVERVIEW OF THE KEYBOARDING JOURNEY

Here's an overview of K-8 keyboarding:

- K-1 Introduce mouse skills, keyboarding, key placement, posture*
- 2nd Work on keyboarding, key placement, posture, two-hand position*
- 3rd Reinforce basics. Work on accuracy and technique*
- 4-5 Continue accuracy, technique. Begin work on speed*

6-8 *Work on technique, speed, accuracy*

Lessons include lots of variety so you don't get bored. Here's a rundown of activities through eighth grade:

- *blank keyboard quizzes (grades 3-8)*
- *chart students who meet/exceed grade expectations (grades 3-8)*
- *chart of students who type faster than they handwrite (grades 3-8)*
- *chart of student progress*
- *finger exercises*
- *homework (grades 3-8)*
- *key placement using programs like [Big Brown Bear Typing](#) (K-1)*
- *keyboard covers (grades 3-8)*
- *keyboarding software*
- *keyboarding websites*
- *pre-keyboarding skills like posture, hand position, mouse skills (K-1)*
- *shortkeys to help keyboarding keep up with your thoughts*
- *speed/accuracy quizzes (grades 3-8)*
- *touch typing (start in 3rd grade)*

Overview of K-8 Keyboarding

K-1	<i>Introduce mouse skills. key placement. posture</i>
2 nd	<i>Work on. key placement. posture. two-hand position</i>
3 rd	<i>Reinforce basics. Work on accuracy and technique</i>
4-5	<i>Reinforce basics: continue accuracy. technique. Begin speed</i>
6-8	<i>Perfect technique. speed.</i>

POSTURE

This is discussed each year because it's important to effective keyboarding.

PROBLEM SOLVING

This is addressed according to grade level. If you have a problem, think about how you've solved it in the past before asking for help.

Table of Contents

[Intro to K-8 Keyboarding](#)

[Why Learn Keyboarding](#)

[How to Use This Book](#)

[Overview of Keyboarding Journey](#)

[Year-end Check List](#)

[*Month 1*](#)

[*Month 2*](#)

[*Month 3*](#)

[*Month 4*](#)

[*Month 5*](#)

[*Month 6*](#)

[*Month 7*](#)

[*Month 8*](#)

[*Month 9*](#)

Index of Figures

Figure 1—How you use the keyboard.....	5
Figure 2—Computer work station	13
Figure 3—Keyboarding posture	13
Figure 4—Mouse hold.....	14
Figure 5—Important keyboard keys.....	15
Figure 6—Computer problems.....	16
Figure 7—Parts of the computer.....	17
Figure 8—Parts of a website	18
Figure 9—Log-in.....	Error! Bookmark not defined.
Figure 10—Typing and drawing.....	Error! Bookmark not defined.
Figure 11—Typing and drawing 2.....	Error! Bookmark not defined.
Figure 12—New keys.....	Error! Bookmark not defined.
Figure 13—Finger exercises 1.....	Error! Bookmark not defined.
Figure 14—Finger exercises 2.....	Error! Bookmark not defined.
Figure 15—Finger exercises 3.....	Error! Bookmark not defined.
Figure 16—Finger exercises 4.....	Error! Bookmark not defined.
Figure 17—Text and drawing	Error! Bookmark not defined.
Figure 18—Text and stamps.....	Error! Bookmark not defined.
Figure 19a and 19b—Brown Bear for typing.....	Error! Bookmark not defined.
Figure 20a and 20b—Type address into Google Earth	22
Figure 21—Explore the community with Street View guy.....	23
Figure 22—Text and drawing practice.....	Error! Bookmark not defined.
Figure 23—Book cover with typed title	Error! Bookmark not defined.
Figure 24—Delete with Backspace or Delete	Error! Bookmark not defined.
Figure 25—Caps lock or shift.....	Error! Bookmark not defined.
Figure 26—Program disappeared.....	Error! Bookmark not defined.
Figure 27—Geogreeting	Error! Bookmark not defined.
Figure 28—Typing with iPad app	Error! Bookmark not defined.
Figure 29—Type letters digitally	Error! Bookmark not defined.
Figure 30—Type in Google Earth.....	Error! Bookmark not defined.
Figure 31—Keyboarding hand position.....	Error! Bookmark not defined.
Figure 32—Decision matrix in Bubbl.us.....	Error! Bookmark not defined.
Figure 33a, 33b, 33c—Quick writes in software and web tools	Error! Bookmark not defined.
Figure 34a, 34b, 34c—Greeting cards typed digitally	Error! Bookmark not defined.

Figure 35—Quick story—digitally—in Storybird Error! Bookmark not defined.



Review mouse skills, key placement, posture. Get ready for advanced skills.

INTRODUCTION

You'll learn keyboarding via teacher-direction, websites, and projects completed using a variety of tools. As you complete activities, check them off on the monthly check list at the end of each month and/or the summative list at the end of 1st Grade, with the help of your parents.

As you start each weekly lesson, remember learned skills in prior lessons (what you checked off on the checklist for prior years).

TERMINOLOGY

You'll remember words from last year and new tech vocabulary (highlighted in **green**)—what your teacher calls 'academic' and/or 'domain specific'. At the end of each month, check the list provided to be sure you understand the terms. Use these as you work. If you don't understand them, ask for help.

POSTURE

You'll use the good posture habits introduced last year until you type fast enough to keep up with your thoughts. Then, you can choose how you sit.

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MONTH 1

INTRODUCTION

This month, review keyboarding, mouse skills, internet, and Digital Citizenship.

A note about terminology: There are lots of new words in the early part of the year and then not so many. Don't worry!

MONTH ONE WEEK ONE

TERMINOLOGY THIS WEEK

- *backspace*
- *caps lock*
- *Chromebook*
- *click*
- *delete*
- *desktop*
- *escape*
- *iPad*
- *laptop*
- *links*
- *mic*
- *monitor*
- *mouse wheel*
- *right—click*
- *scroll and scroll bar*
- *technology*
- *tower*
- *USB ports*

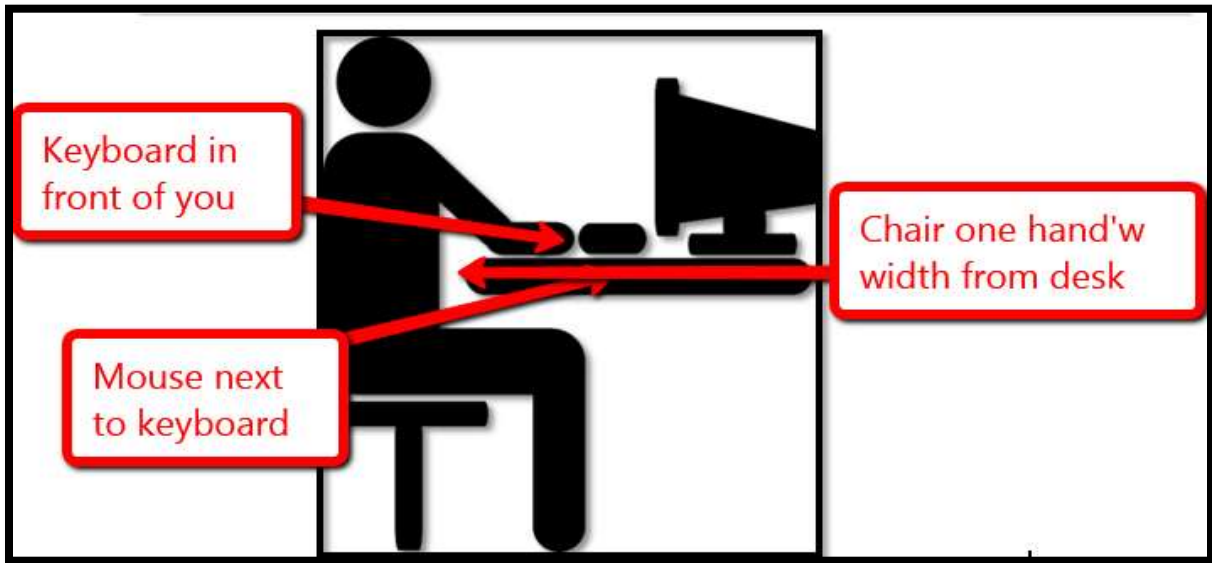
POSTURE

___ Set up your workspace (see Figure 2):

- *keyboard centered in front of you, in front of monitor, one inch from table's edge (or width of a finger)*
- *mouse to right of keyboard (or left, if desired—check with parents or teacher if you're left handed)*
- *chair one hand's width from table. (spread your hand palm down between computer table and your stomach)*

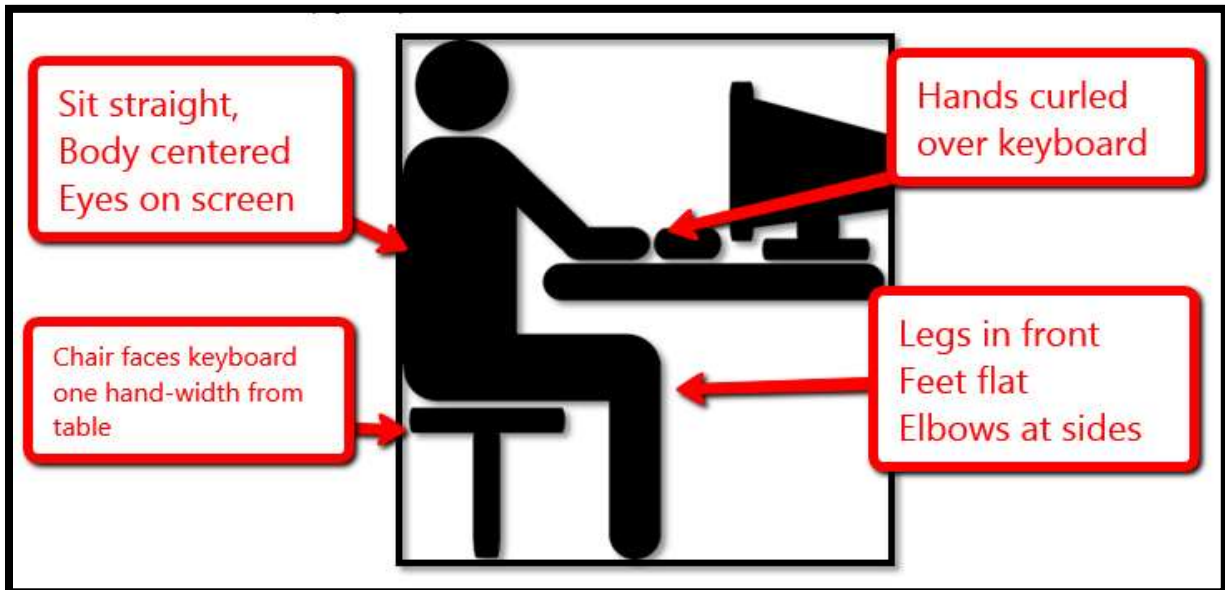
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Figure 2—Computer work station



____ Set up your posture (see Figure 3):

Figure 3—Keyboarding posture



- *Sit straight, body centered, eyes on screen*
- *Legs in front, feet flat on the floor, elbows at sides*
- *Chair positioned facing keyboard one hand-width from table*
- *Hands curled over keyboard (not flat)*

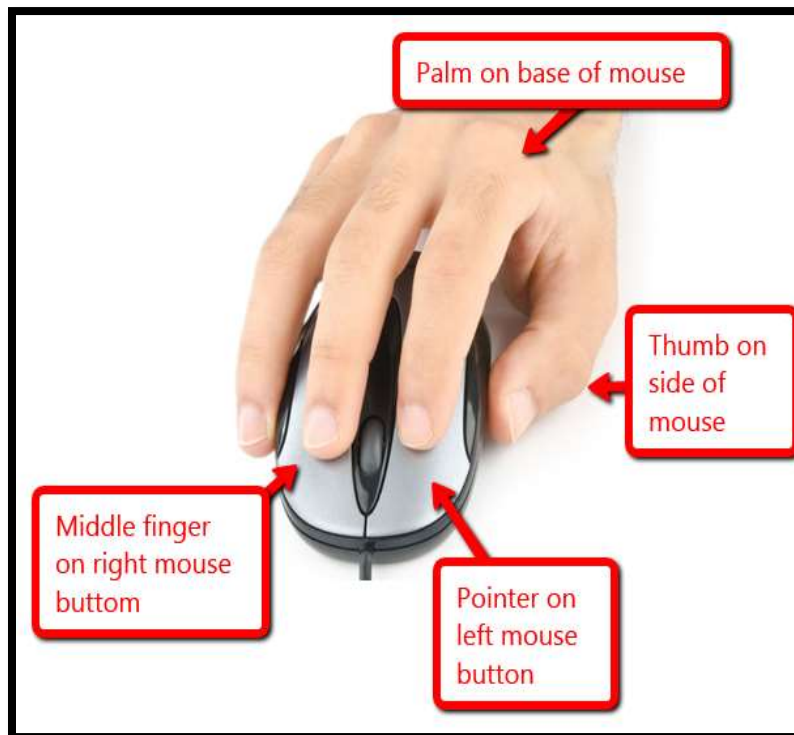
MOUSE SKILLS

___ Review mouse hold (see Figure 4):

- *Pointer (index finger) on left mouse button*
- *Middle finger on right mouse button*
- *Thumb on left side of mouse*
- *Palm on bottom*
- *Pointer moves between left button and mouse wheel*
- *Left handed—mouse can be to the left or right of keyboard*

___ Have someone check your hand position to be sure it matches Figure 4:

Figure 4—Mouse hold



KEYBOARDING SKILLS

___ Review keys you learned last year (see Figure 5):

Figure 5—Important keyboard keys



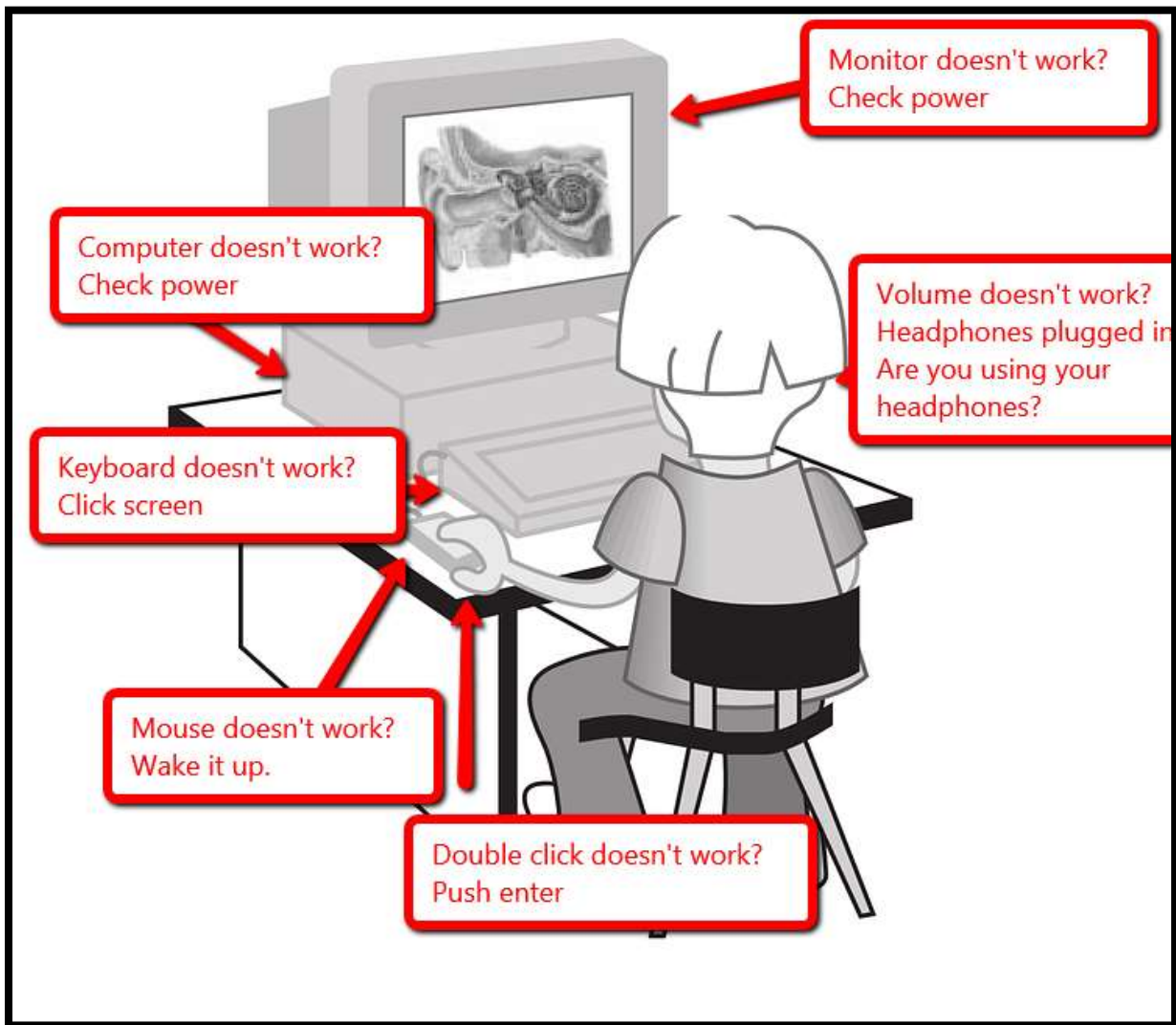
___ Go over keys several times with classmates and at home on your keyboard. See if you can find all seven in seven seconds.

PROBLEM SOLVING

___ This week, when you have a problem or question, try to solve it yourself but ask the teacher for assistance if you can't. You learned solutions to many problems in kindergarten. Problems you will be expected to solve soon include (see Figure 6):

- *Can't exit a program—push escape; look around screen for exit*
- *Computer doesn't work—is power on?*
- *Double click doesn't work—push enter*
- *Keyboard doesn't work—click on screen where you want to type*
- *Monitor doesn't work—is power on?*
- *Mouse doesn't work—move it around to wake it up*
- *Volume doesn't work—are headphones plugged in? Are you using your headphones?*

Figure 6—Computer problems



INTERNET

___ When you use the internet, pause and consider: *Am I following my teacher's directions? Am I doing this safely and securely?* This first week, we'll guide you. Pay attention so you can take over—soon!

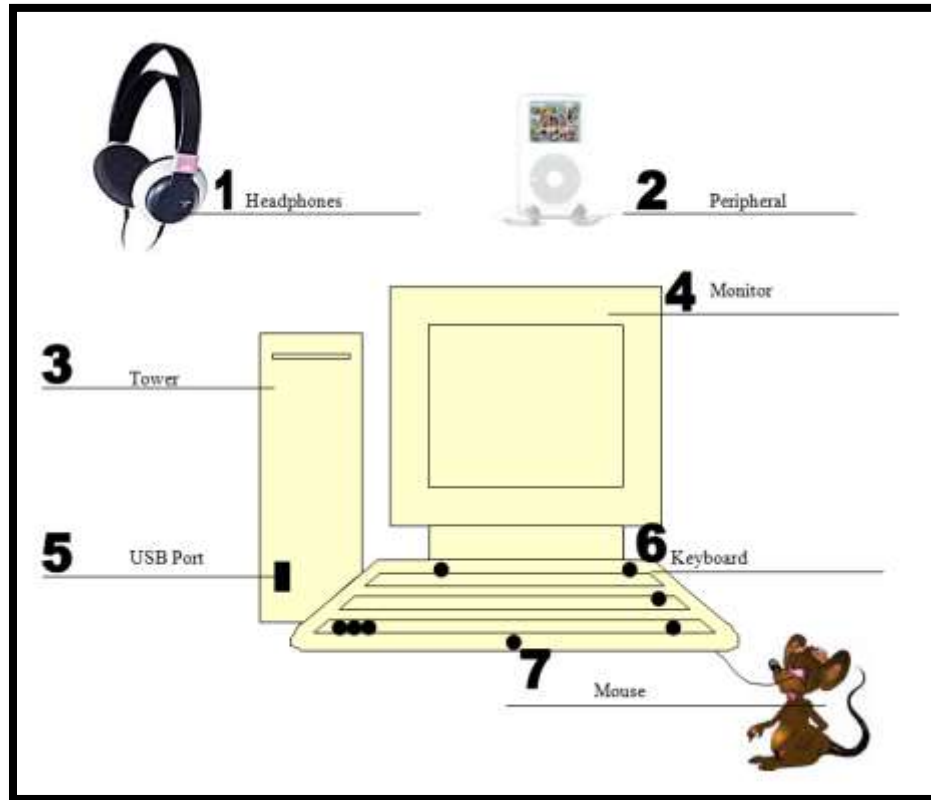
WHAT TO DO—STEP-BY-STEP

___ Follow these activities. Don't move on until you've finished the former.

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___ Review parts of the computer—mouse, keyboard, headphones, mic, monitor, tower, plug-ins for parts, USB ports (see Figure 7). Try to identify each part without help:

Figure 7—Parts of the computer



___ Adapt these to your computer, whether it's a laptop, Chromebook, or desktop. Which parts can you find on an iPad?

___ Discuss the meaning of the word technology. What's a computer (all the parts, not just the keyboard or monitor)? Do you own a computer? What do you use it for? What do your siblings/parents use it for?

___ Practice mouse skills learned last year:

- *Single and double click*
- *Click—drag—drop*
- *Mouse wheel*

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___ Before going online, do you understand the following (see Figure 8):

- *Website address*
- *Tabs on browser—keeps track of open websites*
- *Screen—shows the page, but only part*
- *Scroll bar on right side and bottom—shows rest of page*
- *Links on page—what do they look like?*
- *Ads—discuss these and how to avoid them*

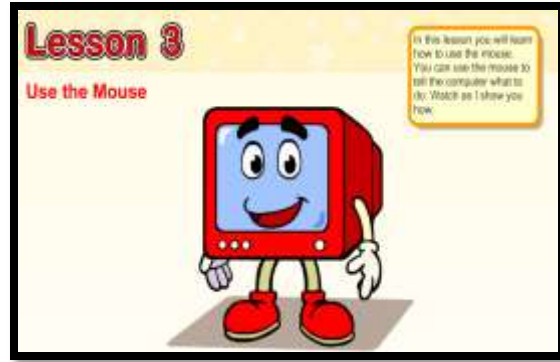
Figure 8—Parts of a website



___ Got it? Now listen to a song about mouse skills (Mouse Song) and watch a video (Mouse Use Video):

- [Mouse Song](#)
- [Mouse Use Video](#)

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___ Then, practice these skills on three of the following websites (if link doesn't work, try another—links don't last long on the internet):

- [*Tidy the Classroom*](#)
- [*Clean up the yard*](#)
- [*Wack a Gopher*](#)
- [*Mouse Program*](#)



___ As you visit these websites remember to use the internet safely:

- *stay in the digital neighborhood*
- *do not give out personal information*
- *Avoid ads and understand why*
- *Be a good digital citizen*

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MONTH THREE WEEK TWO

TERMINOLOGY THIS WEEK

- *Google Earth*
- *Online tool*
- *Software*

POSTURE

Set up your workspace and posture

MOUSE SKILLS

No new mouse skills

KEYBOARDING SKILLS

No new keyboarding skills

PROBLEM SOLVING

No new problems to solve

INTERNET

When you use the internet, pause and consider: *Am I following my teacher's directions? Am I doing this safely and securely?*

BE A GOOD DIGITAL CITIZEN

Stay in the digital neighborhood when on the internet

Do not give out your name or personal information

Avoid ads and understand why

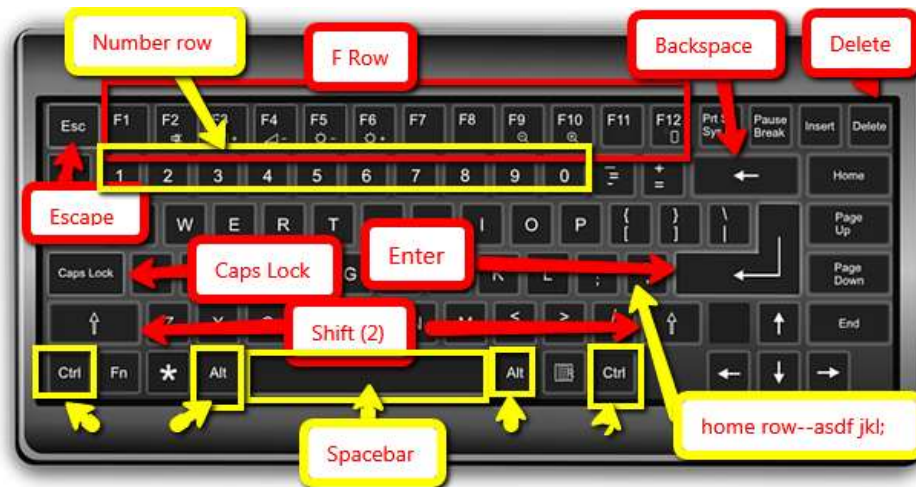
WHAT TO DO—STEP-BY-STEP

All set? Now follow these activities. Don't move on until you finish each.

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___ Practice keyboarding for about 10-15 minutes using [Brown Bear typing](#) or the software you use in class.

___ Review placement of keys as a group 5 times:



___ Open [Google Earth](#) (if not available on Chromebooks and that's the digital device you use at school, skip this exercise or do it at home with parents). Use this free downloaded [software](#) to explore Earth (what's the difference between 'software' and an [online tool](#)? If you don't know, ask your teacher.).

___ Practice these skills:

- *click-drag the globe to move; zoom with mouse wheel*
- *type your address and see your house (Figure 20a)*
- *drag the Street View guy to the screen (Figure 20b, 21)*

Figure 9a and 20b—Type address into Google Earth



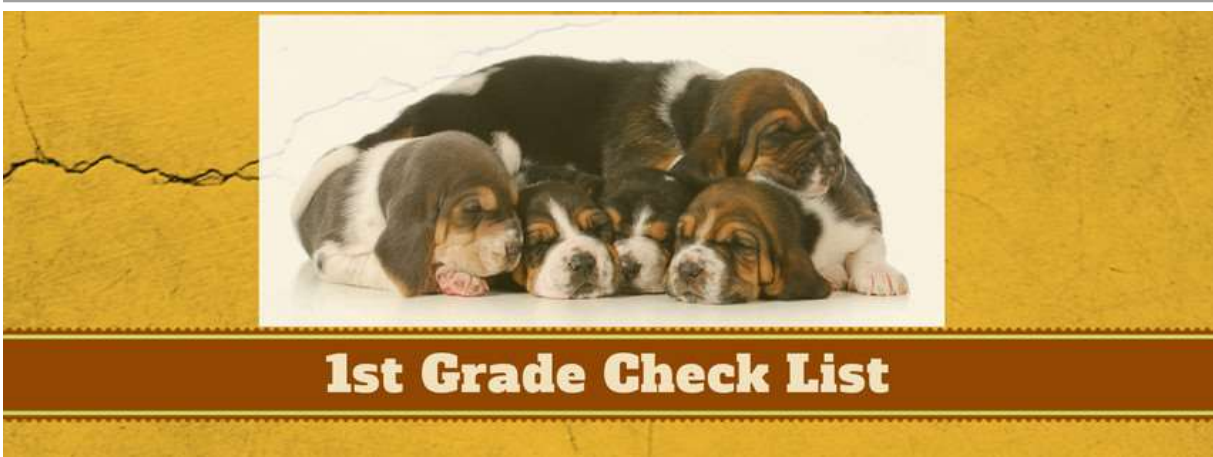
Figure 10—Explore the community with Street View guy



___ Use Google Earth to explore locations suggested by your teacher. If you get done early, tour the planet. This is a fun program!



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To graduate from first grade keyboarding, you must have all the following skills accomplished. Print the page to make it easier to check them off:

TERMINOLOGY

- *'Enter' key on keyboard*
- *Alt*
- *backspace*
- *caps lock*
- *click*
- *click*
- *Ctrl*
- *delete*
- *digital citizen*
- *digital neighborhood*
- *digital portfolio*
- *double—click*
- *drag—and—drop*
- *edit*
- *escape*
- *F row*
- *Google Earth*
- *home row*
- *keyboard*
- *links—to other websites*
- *monitor*
- *mouse wheel*
- *number row*
- *online tool*
- *password*
- *right-click*
- *screen*
- *scroll and scroll bar*
- *shift*
- *software*
- *tabs*
- *taskbar*
- *user name*
- *website address*

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For other keyboarding grade levels
(Kindergarten—Middle School)

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For teacher manual, [click here](#)