Ultimate Guide to Keyboarding

2nd Grade Student Workbook

by Ask a Tech Teacher

ULTIMATE GUIDE TO KEYBOARDING

STUDENT WORKBOOK

GRADE 2

by Ask a Tech Teacher©

Printed in the United States of America

INTRODUCTION

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

Just follow lessons in these workbooks and watch the videos (grades 3-8 only) if your teacher provides them. How much time will that take? 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).

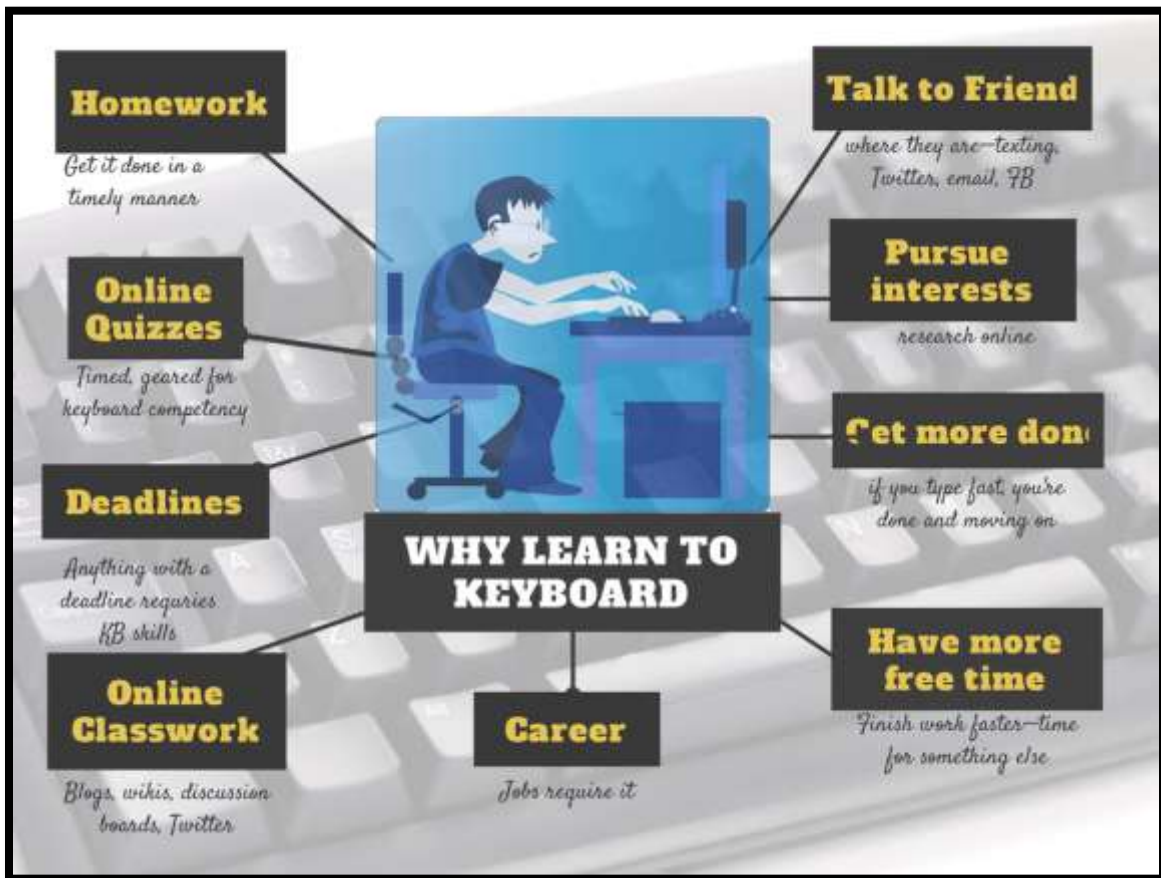Follow the plan. Execute it faithfully. It works.

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 (becoming more common every day)*
- *to complete online classwork—blogs, wikis, websites, discussion boards*
- *to finish timed work before the clock runs out*
- *to find out more about what interests you (research online)*
- *to get more done in the 24 hours in each day*
- *to have more free time to do other stuff*

Figure 1—Why 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 Keyboard curriculum selected by your school to guide you through Middle School. Each lesson takes 15 to 30 minutes, with an equal amount of home practice (3ʳᵈ-8ᵗʰ grade). 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/or skill, check it off on *Ready to Move On* (at the end of the month's activities) 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', find the person who started you on this self-directed keyboarding program. That's who we mean.

- Grades 3-8 offer 12 videos, one hour each, to support keyboard study if your teacher uses them. S/he will provide links and explain their use.

- 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 from kindergarten through eighth grade:

- blank keyboard quizzes (grades 3-8)
- chart students who meet/exceed grade expectations (grades 3-8)
- chart students who type faster than they handwrite (grades 3-8)
- chart student progress through year
- finger exercises—keyboarding uses eight fingers and a thumb
- 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 3^d grade)

Overview of K-8 Keyboarding

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

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.

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INTENTIONALLY DELETED

MONTH THREE WEEK FOUR

TERMINOLOGY THIS WEEK

No new words

POSTURE

Set up your workspace and posture

KEYBOARDING SKILLS

No new keyboarding skills

PROBLEM SOLVING

No new problems

INTERNET

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

WHAT TO DO—STEP-BY-STEP

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

____Practice keyboarding for 10-15 minutes using DanceMat Typing.

READY TO MOVE ON THIS MONTH

If you're ready for Month 4, here's what you have accomplished:

- *You know terms discussed and you're trying to use them*
- *You understand how to sit at a computer*

- *You understand how to arrange your workspace*
- *You pay attention to speed and accuracy in keyboarding*
- *You typed 10-15 minutes a week on DanceMat*
- *You practiced finger exercises twice this month*
- *When you have a problem, you try to solve it yourself*
- *You save to your digital portfolio and ask for help if needed*
- *You understand how to be a good digital citizen*
- *You used keyboarding to support class topics*
- *You updated 2nd grade checklist*

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MONTH 9

INTRODUCTION

You sit correctly at the computer with your workspace arranged for best keyboarding. You are comfortable using the right words when discussing keyboarding. Finding letter keys is easier every month.

Each month, you 1) practice finger exercises, 2) update the month- and year-end checklist 3) use keyboarding skills in class subjects.

MONTH NINE WEEK ONE-FOUR

TERMINOLOGY THIS WEEK

No new words

POSTURE

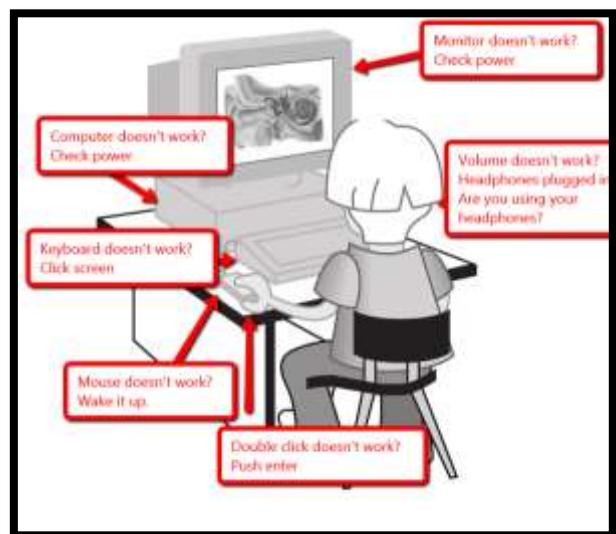Set up your workspace and posture

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?*
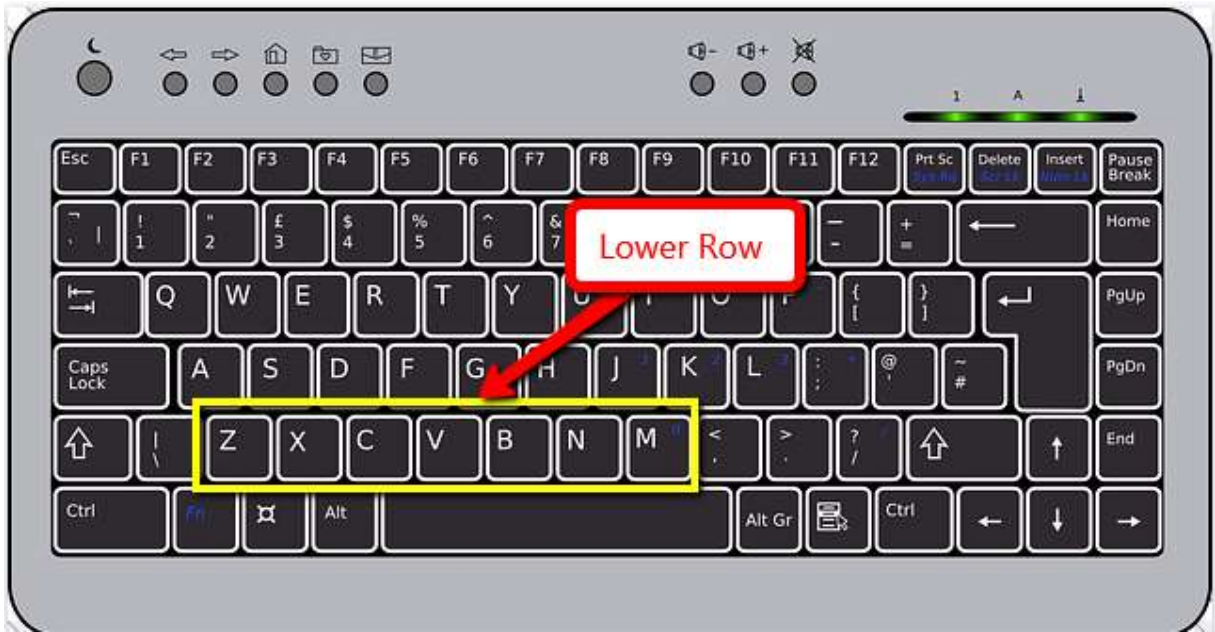
WHAT TO DO—STEP-BY-STEP

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

____With classmates, go over Lower row keys—*zxcvbnm* (see Figure 32):

Figure 2—Lower row

____Say them five times and use hand motions to show where they are on the keyboard.

____Your teacher will explain that fourth and fifth graders *touch type*— keyboard with hands covered. It feels hard at first and becomes easier.

____By now, you know the three letter rows on the keyboard from memory.
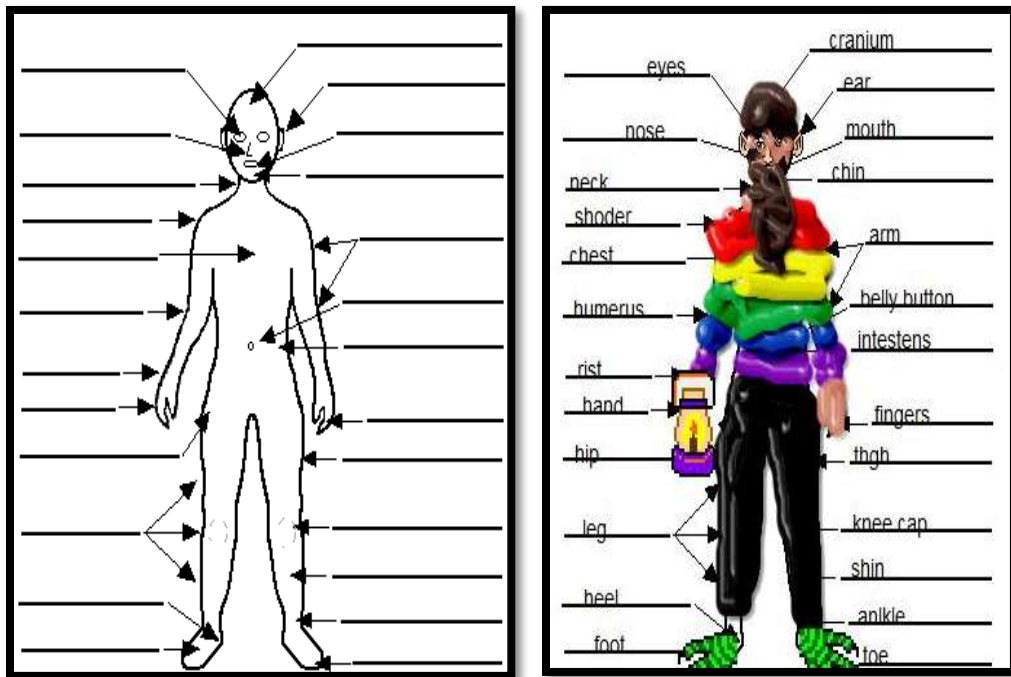
____Practice 10-15 minutes on a program similar to Type to Learn, Typing Web, TuxTyping, or Typing Club. Some are free, some require a fee. Some are used online; some are downloaded software.

____Several times during the month, cover hands with a light cloth so you can't see keys. Test your memory of where they are.

____Twice a month: Do finger exercises.

____Do several projects that use keyboarding to support class inquiry. For example: Complete a fill-in-the-blank template on a topic that connects to a subject your teacher mentions. It will be in a drawing or word processing program you are familiar with. Fill in the blanks, then decorate. Figure 33a shows a human body template before you fill it in. Figure 33b shows it completed:

Figure 3a and 33b—Fill in the blank

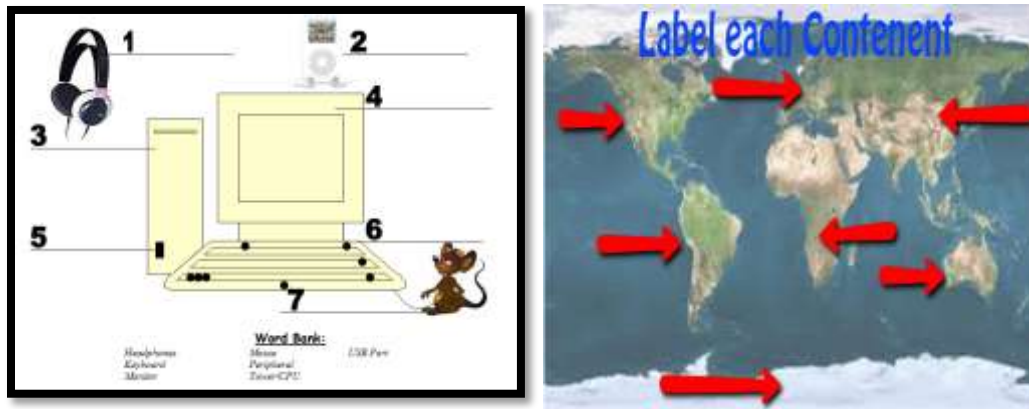____Use good keyboarding habits, as you do whenever you type.

____Some of the challenges of filling out templates:

- *Making font small enough to fit on the line*
- *Changing line length*
- *Getting typing on the line, not under it*
- *Pointing arrows at the right spots (if you're adding arrows)*

____Figure 34a and 34b are two more templates, to be filled out at keyboard:
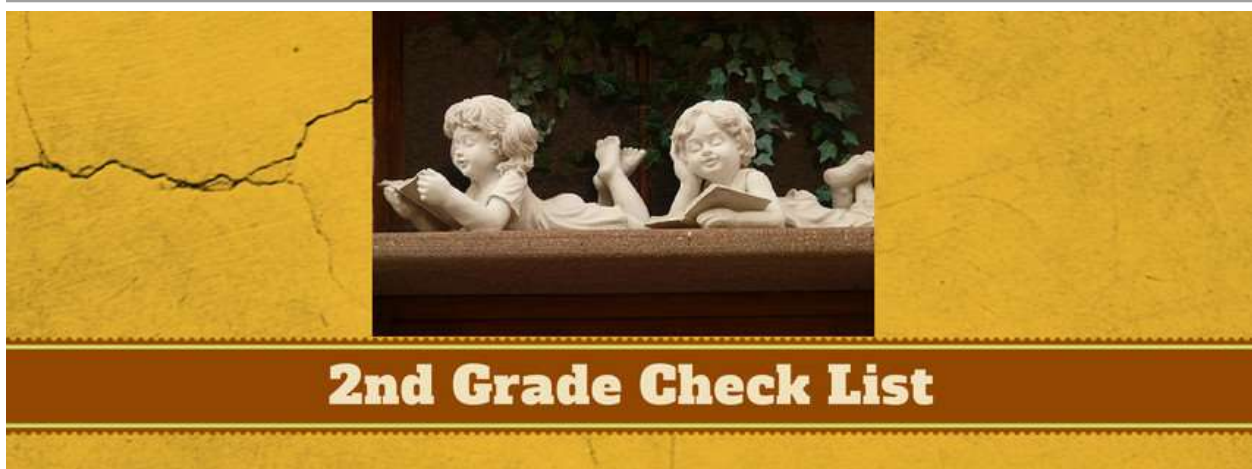
Figure 4a and 34b—Fill-in-the-blank template

____Save to your personal digital portfolio.

READY TO MOVE ON

If you're ready for Third Grade, go over the 2nd grade checklist. Is everything checked off? Can you complete all skills?

2nd Grade Check List

To graduate from 2nd grade keyboarding, you must have all the following skills checked off (this may be online. Check with your teacher):

TERMINOLOGY

- *Computer*
- *Ctrl+C*
- *Ctrl+P*
- *Ctrl+S*
- *Ctrl+V*
- *Ctrl+Z*
- *Cursor*
- *Cyberbullying*
- *Digital privacy*

- *Digital safety.*
- *Fonts*
- *Format*
- *Google Docs*
- *Home row*
- *MS Word*
- *QWERTY row*
- *Screen*
- *Software*

- *Tables*
- *Taskbar*
- *Technology*
- *Template*
- *Touch typing*
- *Word processing*
- *Word wrap*

POSTURE

____*Legs in front, body in front, elbows at sides, feet flat on floor*

____*Chair one hand-width from table*

____*Hands curled over keyboard (not flat)*

____*Sit straight, body centered, eyes on screen*

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For other keyboarding grade levels (Kindergarten-Middle School) contact:

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For teacher manual, click here