



Ultimate Guide to Keyboarding

3rd Grade Student Workbook

by Ask a Tech Teacher

**ULTIMATE GUIDE TO KEYBOARDING
STUDENT WORKBOOK**

GRADE 3

by Ask a Tech Teacher©

ULTIMATE GUIDE TO KEYBOARDING—3RD 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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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.

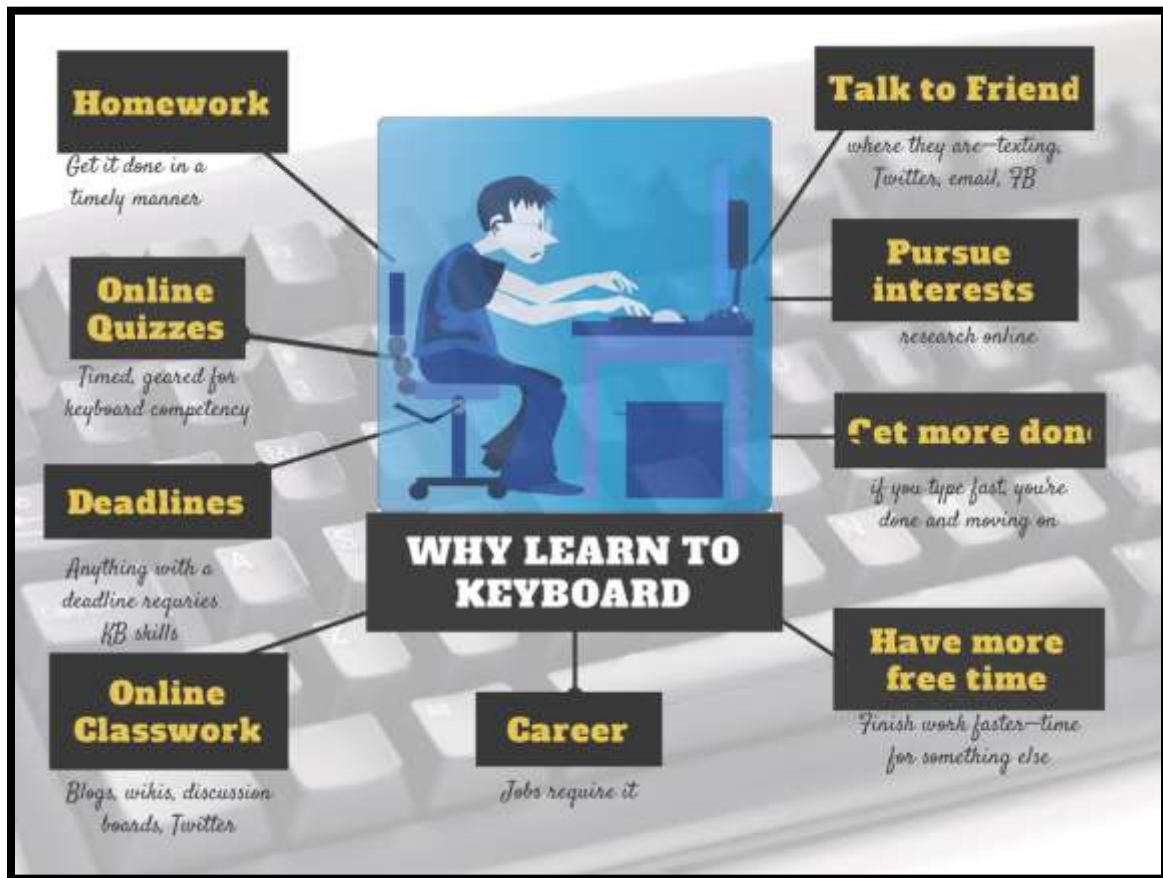
WHY LEARN KEYBOARDING?

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*
- *when you get a job, they'll expect you to know keyboarding*

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.

- As you finish each activity and/or skill, check it off ***Ready to Move On*** (at end of month's activities) and the grade-level checklist. Don't go to a new month until everything is completed. Then, print ***Ready to Move On*** 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 say 'ask your teacher', go find the person who got you started on this self-directed keyboarding program. That's who we mean.
- Grades 3-8 offer 10-20 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*

ULTIMATE GUIDE TO KEYBOARDING—3RD GRADE WORKBOOK

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 (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.

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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, consider: *Am I doing this safely?*



WHAT TO DO—STEP-BY-STEP

If you use the video keyboarding course, watch two videos this month. Complete all exercises (even if it takes longer). The program includes what is in this ebook in video format, timed, with the ability to pause and replay.



___ Keyboard 10-15 minutes, Lower row, hands covered if possible, using DanceMat Typing.

HOMEWORK

Type 15 minutes, Lower row, three times a week, hands covered, on [DanceMat Typing](#). The goal: type without taking your eyes from screen.

Your teacher will tell you how to submit homework.

Homework

- 15 min. DMT, 3x a wk
- Cover hands for typing
- Submit homework

READY TO MOVE ON THIS MONTH

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

- *If you're using video keyboard training, you completed 2 videos, including required projects.*
- *You use keyboard vocabulary daily.*
- *You arrange your workspace and posture for keyboarding.*
- *When you have a problem, you try to solve it yourself.*
- *You learned a lot more shortcuts to help with keyboarding speed and accuracy. You use them whenever possible.*
- *You are a good digital citizen online.*
- *You practiced keyboarding on DanceMat Typing.*
- *You did finger exercises.*
- *You used keyboarding in a project for a class.*
- *You submitted keyboarding homework.*
- *You updated 3rd Grade checklist.*

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MONTH 8

INTRODUCTION

It is habit to sit correctly at the computer with your workspace arranged for best keyboarding. You are comfortable using keyboarding terms. When you keyboard, you use all fingers, hands hovering over home row.

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

TERMINOLOGY THIS WEEK

No new words

POSTURE

Set up your workspace and posture

Am I using the internet
safely and securely?

KEYBOARDING SKILLS

No new keyboarding skills

PROBLEM SOLVING

No new problems to solve

INTERNET

When you use the internet, consider: *Am I doing this safely?*

WHAT TO DO—STEP-BY-STEP

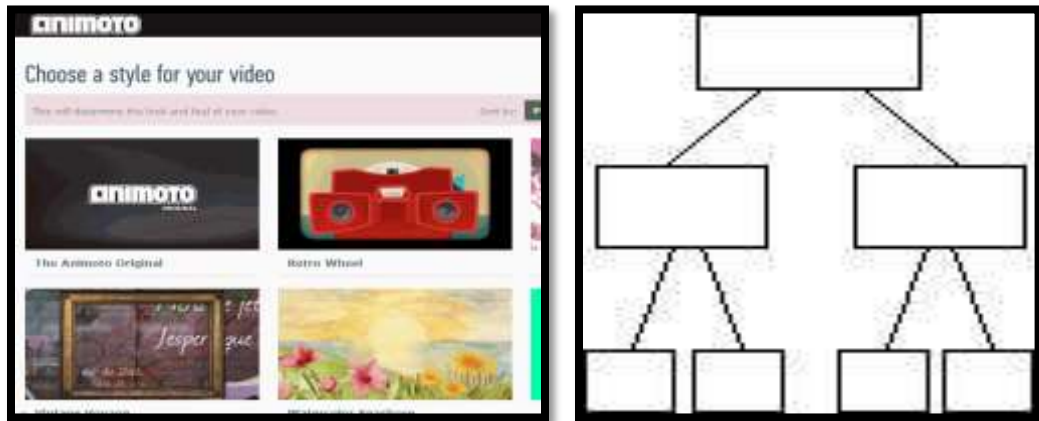
If using video course, watch one, complete exercises. The program includes what is in this ebook in video format, timed, with the ability to pause and replay.



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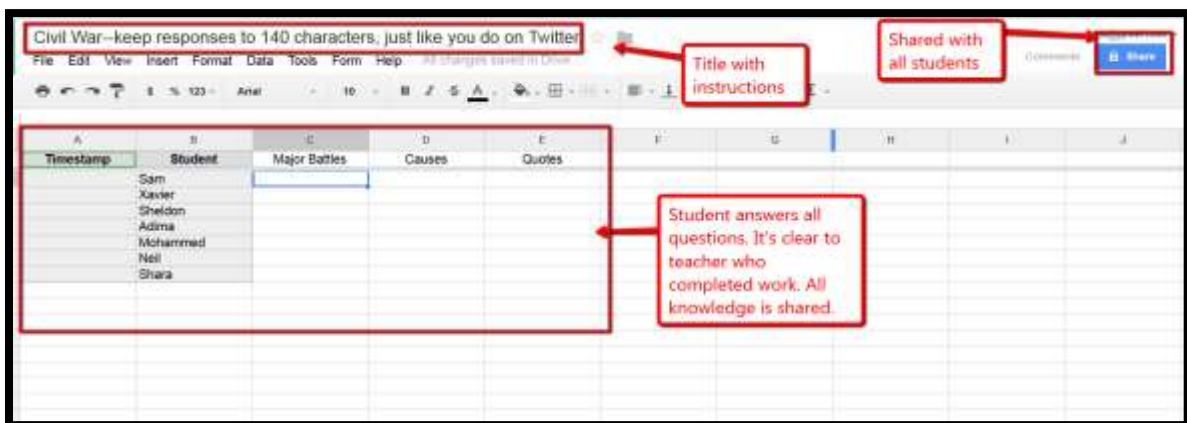
- ___ Practice 10-15 minutes on software like [Type to Learn](#) or a free online keyboarding program like [Typing Web](#), [TuxTyping](#), or [Typing Club](#).
- ___ Several times during the month, cover your hands with a light cloth as you type so you can't see the keys. Do you remember where keys are?
- ___ Twice a month: Do finger exercises. Ask friends, your teacher, to join in.
- ___ Use keyboarding skills in a class project. Figure 30a: Tell a story or share information on a topic through Animoto—an online tool that blends text, audio, visual, and sound. Figure 30b: Create a decision matrix to show how you arrive at a conclusion:

Figure 2a and 30b—Use keyboarding with other classes



- ___ You might also collect notes on a topic with a group via Google Apps for Education. Your teacher will help with this exercise (see Figure 31):

Figure 3—Note-taking in GAFE



___ All of these projects require keyboarding skills—being able to type without a lot of thought to the process, knowing how to maneuver through the screen and program/tool/application.

___ Notice how your typing is improving as you use it more. Do you see how much easier it is to type when you know where the keys are?

HOMework

Type 15 minutes, three times a week, hands covered as often as possible, on keyboarding program you're using in class. The goal: Type without looking at hands.

Homework

- 15 min. keyboarding, 3x a wk
- Cover hands for typing
- Submit homework

Your teacher will tell you how to submit homework.

READY TO MOVE ON THIS MONTH

If you're ready for Month 9, here's what you have accomplished:

- *If using videos, you completed one video and required projects.*
- *You use keyboarding terms.*
- *You know how to sit at a computer and arrange your workspace.*
- *When you have a problem, you try to solve it yourself. In fact, you know solutions to many common computer problems.*
- *You are a good digital citizen.*
- *You practiced keyboarding.*
- *You did finger exercises.*
- *You used keyboarding in class projects.*
- *You submitted keyboarding homework.*
- *You updated checklist at the end of 3rd Grade Unit.*

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To graduate from Third Grade keyboarding, you have the following skills accomplished (this may be done online. Check with your teacher):

TERMINOLOGY

- *Alt+F4*
- *Assessment*
- *Avatar*
- *Baseline*
- *Ctrl+Alt+Del*
- *Ctrl-*
- *Ctrl+*
- *Ctrl+B*
- *Ctrl+C*
- *Ctrl+I*
- *Ctrl+P*
- *Ctrl+S*
- *Ctrl+U*
- *Ctrl+V*
- *Ctrl+V*
- *Ctrl+X*
- *Ctrl+Z*
- *Data*
- *Dolch*
- *Google Docs*
- *High freq words*
- *Hypothesis*
- *Percent*
- *QR*
- *Scientific method*
- *Table*
- *TypingTest.com*
- *wpm*

POSTURE

- ___ *Legs in front, body in front, elbows at sides, feet flat on floor*
- ___ *Chair positioned facing keyboard one hand-width from table*
- ___ *Body straight, eyes on screen*

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For other keyboarding student workbooks (Kindergarten-Middle School) contact:

Zeke.Rowe@structuredlearning.net

For teacher manual, [click here](#)