



# Ultimate Guide to Keyboarding

## Kindergarten Student Workbook

by Ask a Tech Teacher

**ULTIMATE GUIDE TO KEYBOARDING:  
STUDENT WORKBOOK**

***KINDERGARTEN***

*by Ask a Tech Teacher*©

# ULTIMATE GUIDE TO KEYBOARDING—KINDERGARTEN WORKBOOK

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*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.

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 each week? 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.

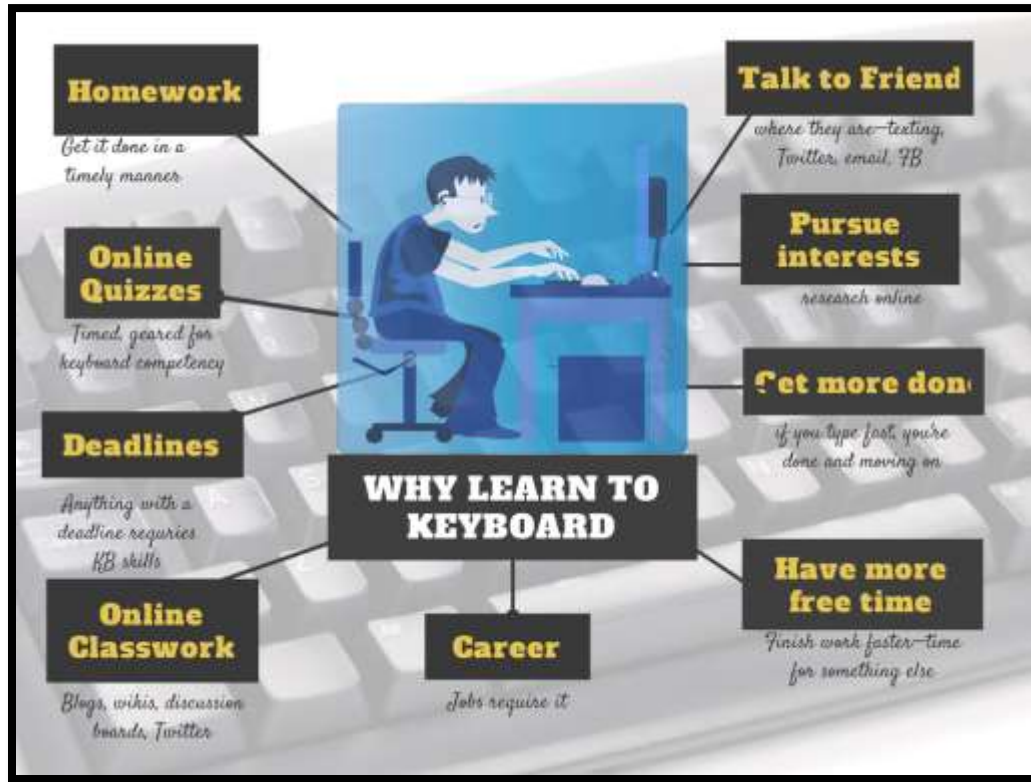
For more reasons, see Figure 1 (some won't apply until you're older):

- *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*

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- *to have more free time to do other stuff*
- *when you get a job, they'll expect you to keyboard*

Figure 1—How you use keyboarding



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 4<sup>th</sup> 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 (3<sup>rd</sup>-8<sup>th</sup> grade only). Your teacher will help you decide how long.
- Go month-by-month, in the order presented. There's a lot of reading. Don't let that discourage you—just ask for help.
- **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 on *Ready to Move On* (at end of month 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 say 'ask your teacher', go find the person who got you started on this self-directed keyboarding program. That's who we mean.
- When using online sites, follow digital citizenship rules discussed in class.
- Grades 3-8 offer 12 videos, one hour each, to support keyboarding study (if your teacher uses this approach). Your teacher will provide 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](mailto: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*

*2<sup>nd</sup>*      *Work on keyboarding, key placement, posture, two-hand position*

- 3<sup>rd</sup> 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)*
- *charts of students who meet/exceed grade expectations (grades 3-8)*
- *charts of students who type faster than they handwrite (grades 3-8)*
- *charts showing student progress through year (grades 3-8)*
- *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<sup>rd</sup> grade)*

### Overview of K-8 Keyboarding

- K-1 Introduce mouse skills. Key placement, posture*
- 2<sup>nd</sup> Work on. key placement, posture, two-hand position*
- 3<sup>rd</sup> 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 solved it in the past before asking for help.



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*Mouse mastery and pre-keyboarding, focusing on key placement and posture*

## INTRODUCTION

You'll learn keyboarding via teacher-direction, websites, and projects. As you complete activities, check them off the list at the end of each month and/or the summative list at the end of Kindergarten, with parent help.

## TERMINOLOGY

You'll learn lots of what your teacher calls 'academic' or 'domain specific' vocabulary. They're highlighted in **green**. Use them as you work. If you don't understand them, ask for help.

## POSTURE

You'll learn good typing posture. It will carry you through your education.

## SKILLS LEARNED IN KINDERGARTEN

- *Mouse skills*

- *Keyboarding skills*
- *Problem solving*
- *Internet*

## **FOCUS ON DIGITAL CITIZENSHIP**

Your teacher will talk about how to be a responsible digital citizen. Remember to follow the rules she reviews, especially pertaining to privacy, staying in the digital neighborhood, and digital rights and responsibilities when you visit keyboarding websites.

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## MONTH ONE WEEK TWO

### TERMINOLOGY THIS WEEK

- *click*
- *digital citizen*
- *digital neighborhood*
- *digital portfolio*
- *double-click*
- *drag-and-drop*
- *keyboard*
- *links—to websites*
- *monitor*
- *mouse wheel*
- *password*
- *right-click*
- *screen*
- *scroll and scroll bar*
- *tabs*
- *user name*
- *website address*

### POSTURE

\_\_\_ Set up your workspace:

- **keyboard** 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 for left handed)
- chair one hand's width from table

\_\_\_ Set up your posture:

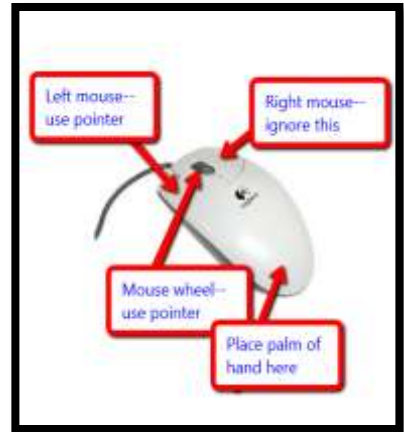


- *Sit straight, body centered, eyes on screen*
- *Legs in front, feet flat on the floor, elbows at sides*
- *Hands curled over keyboard*

### MOUSE SKILLS

\_\_\_ Review mouse hold:

- *Pointer on left mouse button*
- *Middle finger on right mouse button (ignore until 2<sup>nd</sup> grade)*
- *Thumb on left side of mouse*
- *Palm on bottom*
- *Pointer moves between left button and mouse wheel*
- *If left handed, use mouse traditionally or to keyboard's left*



\_\_\_ Have someone check your hand position on the mouse:

### KEYBOARDING SKILLS

\_\_\_ Review Keyboarding skills:

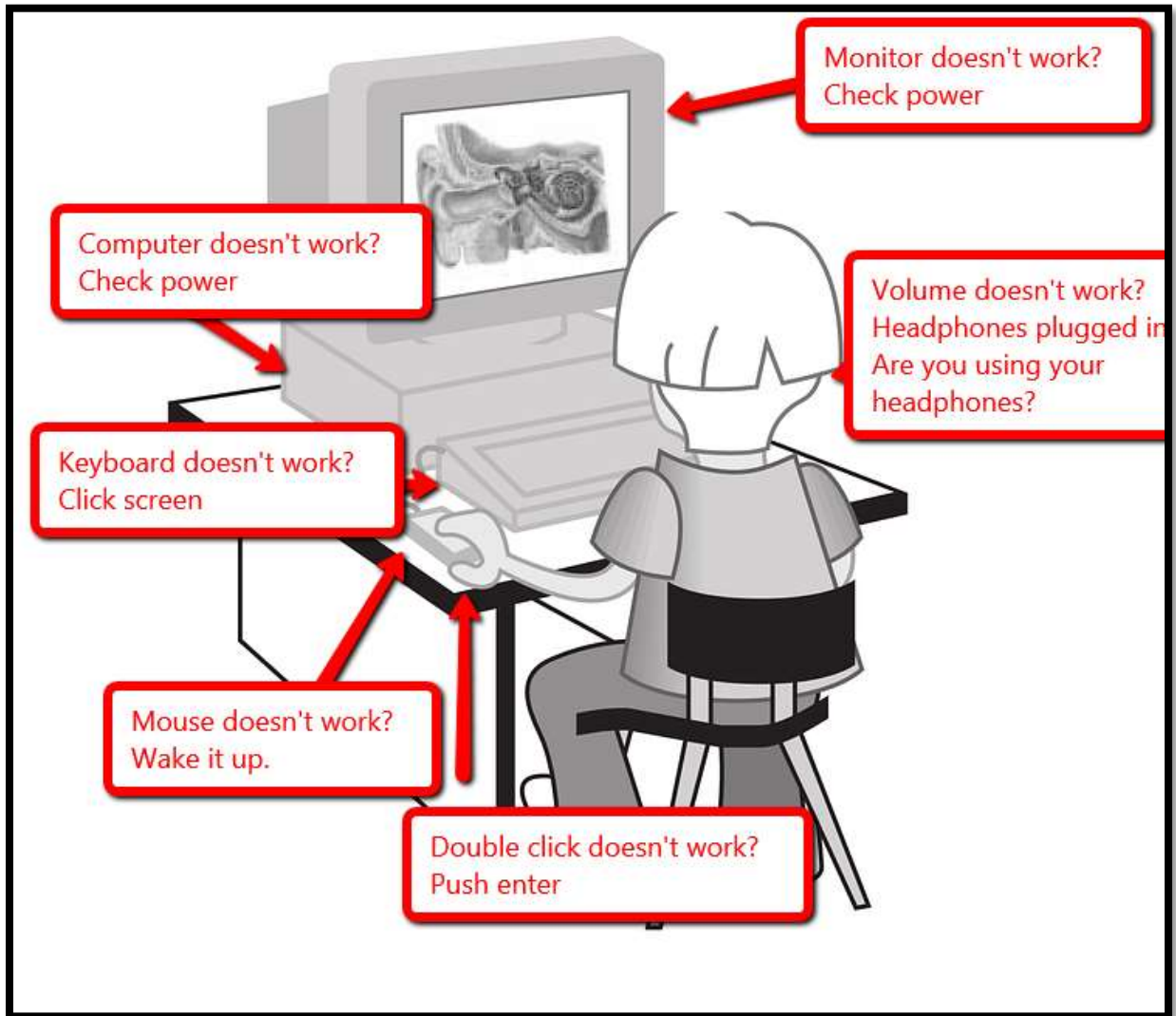
- *rest right thumb for space bar*
- *curl hands over keyboard*

### PROBLEM SOLVING

\_\_\_ This week like last week, when you have a problem or question, try to solve it yourself but quickly ask for assistance. Soon you'll have lots of problem solving skills.

\_\_\_ Problems you will be able to solve soon include (see Figure 8):

Figure 2—Computer problems



- *Mouse doesn't work—move it around to wake it up*
- *Keyboard doesn't work—click where you want to type*
- **Monitor** *doesn't work—is power on?*
- *Computer doesn't work—is power on?*
- *Double click doesn't work—push enter*
- *Volume doesn't work—are headphones plugged in? Are you using your headphones or someone else's?*

## INTERNET

\_\_\_ When you use the internet, pause and consider: *Am I following directions? Am I doing this safely and securely?* This first month, we'll guide you.

## WHAT TO DO—STEP-BY-STEP

All set? Now complete these activities. Don't move to the next until you've finished the former.

\_\_\_ Understand how to log on computer—with help (see Figure 9):

Figure 3—Log in



- What is your **User name** and **Password**?
- Where are they kept if you can't remember them?
- Why do you use a User Name and Password?



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\_\_\_ Review mouse skills:

- *Single click*
- *Double-click*
- *Click-drag-drop*

\_\_\_ Before you practice skills online, review website layout from last week:

- **Website address**
- **Tabs** on browser—track 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



\_\_\_ Now try some of these websites (if link doesn't work, try another—links don't last long on the internet):

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- [Bees and Honey](#)
- [Jigsaw puzzles](#)
- [Jigzone-puzzles](#)
- [Mouse movement](#)
- [Mouse skills](#)
- [Tidy the classroom](#)



\_\_\_As you visit websites remember to use the internet safely:

- *stay in the **digital neighborhood***
- *do not give out your personal information*
- *avoid ads (if you don't understand why, ask your teacher or parents)*
- *be a good **digital citizen***

\_\_\_Open a drawing program like KidPix, TuxPaint, Paint (if you're on a Chromebook, try an online tool like [Artpad](#)):

- Use mouse skills to drag paint brush across page and create a picture (see Figure 10).
- If your program allows it, type name or a sentence with your name.
- If you prefer and the program you're using has letters, you can drag the letters for your name, as shown in Figure 11:

Figure 4—Mouse and keyboarding skills 1



Figure 5—Mouse and keyboarding skills 2



\_\_\_ Save drawing to your personal **digital portfolio** with help.

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## MONTH 5

### INTRODUCTION

Continue to use mouse skills you learned and keep posture correct every time you use the computer whether you're in computer class, your kindergarten classroom, or at home. Use technology terms introduced the past few months. Continue memorizing key placement.

Each week, 1) practice keyboarding on a website like Brown Bear or the class keyboarding software, 2) complete a project that reinforces keyboarding skills and may tie into class subjects.

Each month, 1) practice finger exercises at least twice, 2) update the checklist at the end of this month.

### MONTH FIVE WEEK ONE-FOUR

### TERMINOLOGY THIS WEEK

*No new words*

### POSTURE

\_\_\_ Set up your workspace

\_\_\_ Set up your posture

### MOUSE SKILLS

Review mouse hold and skills



## KEYBOARDING SKILLS

*No new keyboarding skills.*

## PROBLEM SOLVING

*No new problem solving opportunities*

## 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

Follow these activities. Don't move on until you've finished each.

\_\_\_ Practice keyboarding 10-15 minutes using one of the online keyboarding practice sites from earlier weeks (images below are links). As you type, pay attention to posture and where the keys are. We aren't thinking about speed or accuracy yet.



\_\_\_ As you practice, pay attention to the following:

- *Tuck elbows against the sides of body.*
- *Use thumb for space bar.*

- *Don't use caps lock for capitals! Use shift.*

\_\_\_\_When finished, do finger exercises at least twice this month. Ask friends, your teacher, or your mom to join in.

\_\_\_\_Use keyboarding in projects that support class units:

- use mouse skills for drawing pictures
- type your name and short sentences
- find the letter you're learning in class on the keyboard and in an online program
- complete a project using an online tool that helps you understand math, science, or another subject (see Fig. 26).

Figure 6—Keyboarding project for class



## READY TO MOVE ON THIS MONTH

If you're ready for Month 6, here's what you have accomplished:

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- *You are familiar with words discussed in class and you're trying to use them as you keyboard*
- *You understand how to sit at a computer*
- *You understand how to hold a mouse*
- *You know lots of keys on the keyboard*
- *When you have a problem, you try to solve it yourself*
- *You understand basic parts of a website*
- *You know how to log on the computer*
- *You completed pictures in a drawing program with your name and maybe a short sentence*
- *You updated checklist at the end of the Kindergarten Unit*





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

## TERMINOLOGY

- *'Enter' key*
- *backspace*
- *caps lock*
- *click*
- *delete*
- *digital citizen*
- *digital neighborhood*
- *digital portfolio*
- *double-click*
- *drag-and-drop*
- *escape*
- *F row*
- *Google Earth*
- *keyboard*
- *links*
- *monitor*
- *mouse wheel*
- *online tool*
- *password*
- *right-click*
- *screen*
- *scroll and scroll bar*
- *shift*
- *software*
- *tabs*
- *user name*
- *website address*

## POSTURE

- \_\_\_ *Legs in front, body in front of keyboard, elbows at sides*
- \_\_\_ *Chair positioned facing keyboard one hand-width from table*
- \_\_\_ *Hands curled over keyboard (not flat)*
- \_\_\_ *Feet flat on floor*

\_\_\_\_ *Eyes on screen*

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For other keyboarding grade levels  
(1<sup>st</sup> Grade-Middle School) contact:

[Zeke.Rowe@structuredlearning.net](mailto:Zeke.Rowe@structuredlearning.net)

For teacher manual, [click here](#)