



Golden Eagle Charter School

Keyboarding Learning Targets

	Keyboarding techniques:
1	Feet placed appropriately for balance.
2	Center body to the "h" key with elbows at sides.
3	Sit up straight.
4	Curve fingers over the home keys.
5	Keep wrists off the keyboard.
6	Keep eyes on printed copy.
7	Consistently match appropriate fingers with keys during typing session.
	Improved speed and accuracy:
8	Increase speed using drills and timed writings (at least 12 additional words per minute by end of course).
	Increase accuracy using drills and timed writings (no more than 3 errors per minute on 3 minute timed writings)
9	Demonstrate composition skills at the keyboard:
10	Demonstrate basic word processing formatting skills.
11	Improve composition and editing skills.
12	Key exercises from dictation.
13	Compose emails, letters, fax cover sheets, etc.
14	Proofread and correct all language mechanics errors (grammar, spelling, punctuation, and word usage) in an existing document with the aid of spell and grammar checkers, and thesaurus.