Name _____

5th Grade Keyboarding
2017-18

	Monday	Tuesday	Wednesday	Thursday	Friday
Week 1	6th Grade	(Elementary)	(Elementary)	5th Grade	6th grade
Week 2	5th Grade	(Elementary)	(Elementary)	6th Grade	5th Grade

Necessary Materials (every day):

- Folder
- Pencil or pen
- Assignment notebook

Grading:

Typing technique	35%
Assignments	35%
Daily Performance Points	15%
Typing speed	15%

Students will have the possibility to earn 2 performance points per day. The full amount will be awarded for:

- Being here
- Being on time
- Completing all necessary tasks
- Meeting deadlines
- Staying on task
- Not distracting others
- Demonstrating a high quality of work
- Cleaning up workstation

Tardy Policy:

Unexcused tardies:

- 1st: 1 pt. deduction
- 2nd: 2 pt. deduction
- 3rd and subsequent: 3 pt. deduction, etc.

Name _____

<u>Course Outline</u>

<u>Keyboarding / Word Processing:</u>

Demonstrate keyboard mastery of alphabetic, numeric, symbol, punctuation, and special keys (edutyping.com)

Key a minimum of two pages in a single setting (edutyping.com)

Cut, copy, and paste text

Resize graphics

Use basic formatting functions

Demonstrate use of drawing tools

<u>PowerPoint:</u>

Create a PowerPoint presentation

<u>Graphics:</u>

Produce greeting cards and certificates using online graphics

Create a file in a painting or drawing program

<u>Internet Use:</u>

Bookmark Internet sites

Copy / paste images from an Internet site

Use the Internet to obtain information
Define basic online searching and Internet terminology

Send an email with an attachment

Navigate the Internet