



KEYBOARDING

MILESTONES

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- PROPER POSTURE AND HAND AND BODY POSITIONS
- NAMES THE KEYBOARD, MONITOR, CURSOR, AND MOUSE
- USES A MOUSE TO CLICK, DRAG AND DROP OBJECTS
- RECOGNIZES LETTERS AND NUMBERS KEYS

1ST

- CORRECTLY PLACES FINGERS ON HOME, TOP, AND BOTTOM ROW
- USES THE SHIFT KEY TO MAKE CAPITALS
- USES BOTH HANDS TO TYPE NAME, WORDS, LISTS, AND SENTENCES

2ND

- TYPES NAME, WORDS, LISTS, AND SENTENCE DRILLS WHILE OCCASIONALLY LOOKING AT THE KEYBOARD
- USES ENTER/RETURN KEYS TO CREATE SPACING BETWEEN TEXTS
- USES THUMB ON SPACEBAR TO CREATE SPACES AFTER WORDS

3RD

- TYPES PARAGRAPHS WITHOUT LOOKING AT THE KEYBOARD
- USES BOLD, ITALIC, UNDERLINE
- PRESS SHIFT KEYS TO MAKE CAPITALS AND SYMBOLS
- USES CAPITALIZATION, PUNCTUATION, AND SPELLING
- USES NUMBER KEYS TO TYPE DATES, MONEY, MATH SENTENCES, ETC

4TH

- CONTINUES TO BUILD UPON THE SKILLS ABOVE
- USES TAB KEYS TO CREATE SPACING BETWEEN LINES OF PARAGRAPHS
- USES ENTER/RETURN, SPACEBAR, SHIFT, ARROWS, CAPS LOCK
- USES A MOUSE TO MAKE SELECTIONS FROM DROP-DOWN MENUS

5TH

- BUILDS ACCURACY AND FLUENCY
- TYPES TEXT IN A MULTI-PARAGRAPH DOCUMENT WITHOUT LOOKING AT THE KEYBOARD
- TYPES AT THE AVERAGE SPEED OF 16.89 WORDS PER MINUTE
- SPEED IS EXPECTED TO INCREASE WITH GRADE LEVEL

References:

Learning Without Tears. (2014). Handwriting & keyboarding: Standards for the production & presentation of writing. Retrieved from <https://www.hwtears.com/hwt/why-it-works/handwriting-standards/handwriting-standards>

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