



KEYBOARDING BASICS

Unit 2

Student Name: _____ Period: _____ Teacher: _____

Criteria	4- Consistently Meets and at Times Exceeds	3- Meets Most of the Time	2- Meets Some of the Time	1- Continued Practice Needed
Upper Body Posture: Body is centered and straight in front of keyboard. Body is within hand span of keyboard.				
Lower Body Posture: Hips touch back of chair. Feet are flat on floor.				
Hand/Finger Position: Demonstrates correct hand position over home row. Strikes keys with tips of fingers.				
Palm Position: Keeps palms off desk and/or keyboard.				
Keying Rhythm: Maintains a steady keying rhythm.				
Accuracy: Finished work is at an accuracy rate of <u>95%</u> or better.				
Speed: Student maintains the average class typing pace of 31 words per minute with 5 or less errors.				
Effort: Student is on-task and focused.				
Add Up Overall Scores ----->				

Teacher Comments:

Your Score _____
Total Possible Score _____



KEYBOARDING BASICS

Sections 2.1-2.14

Student Name: _____ Period: _____ Teacher: _____

Criteria	4- Consistently Meets and at Times Exceeds	3- Meets Most of the Time	2- Meets Some of the Time	1- Continued Practice Needed
Demonstrates correct techniques for numeric and symbol keys. (2.1-2.14) (NETS 1b)				
Demonstrates proper keyboarding techniques. (2.1-2.14) (NETS 1b)				
Keys WPM 27/2'/4e. (2.1-2.6) (NETS 1b)				
Learns the 4, \$, 7, and & keys. (2.1) (NETS 1b)				
Learns the 3, #, 8, and * keys. (2.2) (NETS 1b)				
Learns the 2, @, 9, and (keys. (2.3) (NETS 1b)				
Demonstrates ability to compose at the keyboard. (2.4) (NETS 3a)				
Learns the 1, !, 0, and) keys. (2.5) (NETS 1b)				
Learns the 5, %, 6, and ^ keys. (2.6) (NETS 1b)				
Learns the <, >, \, +, =, {, }, [,], and ~ keys. (2.7) (NETS 1b)				
Learns the 4, 5, 6, and ENTER keys on the numeric keypad. (2.8) (NETS 1b)				
Learns capitalization rules. (2.8)				
Keys WPM 30/2'/4e (2.8-2.13) (NETS 1b)				
Learns the 7, 8, and 9 keys on the numeric keypad. (2.9) (NETS 1b)				
Demonstrates correct touch-system techniques. (2.10) (NETS 1b)				
Demonstrates the ability to compose at the keyboard. (2.10) (NETS 3a)				
Learns the 1, 2, and 3 keys on the numeric keypad. (2.11) (NETS 1b)				

Criteria	4- Consistently Meets and at Times Exceeds	3- Meets Most of the Time	2- Meets Some of the Time	1- Continued Practice Needed
Demonstrates the ability to compose at the keyboard. (2.11) (NETS 3a)				
Learns the 0 and (.) decimal keys on the numeric keypad. (2.12) (NETS 1b)				
Keys WPM 31/3'/5e (2.14) (NETS 1b)				
Add Up Overall Scores -----→				

Your Score _____

Total Possible Score _____

Teacher Comments: