

INF 2020 – Keyboarding - Outline

Keyboarding is a vital skill in today's computer driven culture. Throughout this module you will learn to type efficiently using a QWERTY keyboard. You will begin with a written assignment on the history of keyboarding. You will then move on to computer keyboarding practice and finally complete a number of monitored keyboarding tests.

Grades for the module will be assigned as follows:

Workstation Routines and Behaviour	10%	This portion of the module is based on behavior, time spent on-task, and overall workstation habits. Basically make sure you are doing your work and keeping your station clean and organized.
Assignments and Keyboarding Journal	30%	These are the contents of your keyboarding journal. ALL entries must be completed to receive full marks. By the end of the third set of attempts you should be typing 30-50 wpm with 95% accuracy.
Observed QWERTY Testing	35%	The three QWERTY typing tests. These will be observed by the teacher for accuracy. 50-60% = 20-30 wpm – three 1 minute tests on all keys @ 95% accuracy 61-70% = 31-35 wpm – three 2 minute tests on all keys @ 96% accuracy 71-80% = 36-40 wpm – three 2 minute tests on all keys @ 97% accuracy 81-90% = 41-45 wpm – three 3 minute tests on all keys @ 98% accuracy 91-100% = 46-50 wpm – three 3 minute tests on all keys @ 99% accuracy
Observed Numeric Keypad Testing	25%	One observed numeric keypad typing test. 50-60% = 100-109 keystrokes per minute – 1 minute test on the keypad @ 95% accuracy 60-70% = 110-119 keystrokes per minute – 1 minute test on the keypad @ 95% accuracy 70-80% = 120-129 keystrokes per minute – 1 minute test on the keypad @ 95% accuracy 80-90% = 130-139 keystrokes per minute – 1 minute test on the keypad @ 95% accuracy 90-100% = 140-150 keystrokes per minute – 1 minute test on the keypad @ 95% accuracy

INF2020: Keyboarding

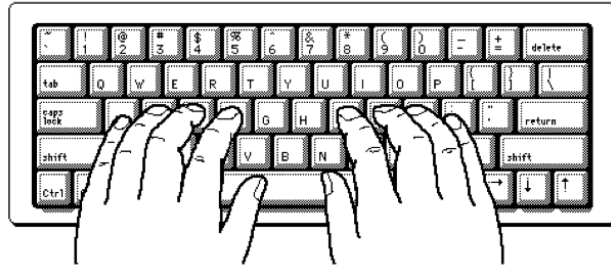
Level: Intermediate

Prerequisite: None

Typing Test & Typing Practice:

<http://www.typingtest.com/>

Typing tests must be 3 minute timed tests.



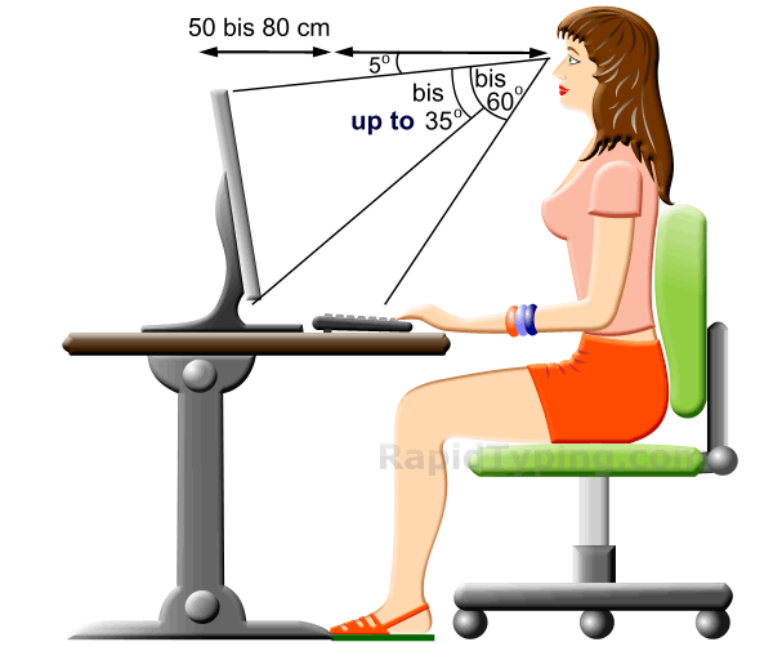
When you complete this module, you should be able to:

- Use correct finger and key placement
- Proofread and edit
- Complete and print a minimum of 2 weeks worth of Ainsworth practice sets (on the desktop)
- Be observed by the teacher typing at a minimum of 35 WPM using a QWERTY keyboard with a maximum of one uncorrected error



Proper Posture is important!

RIGHT!



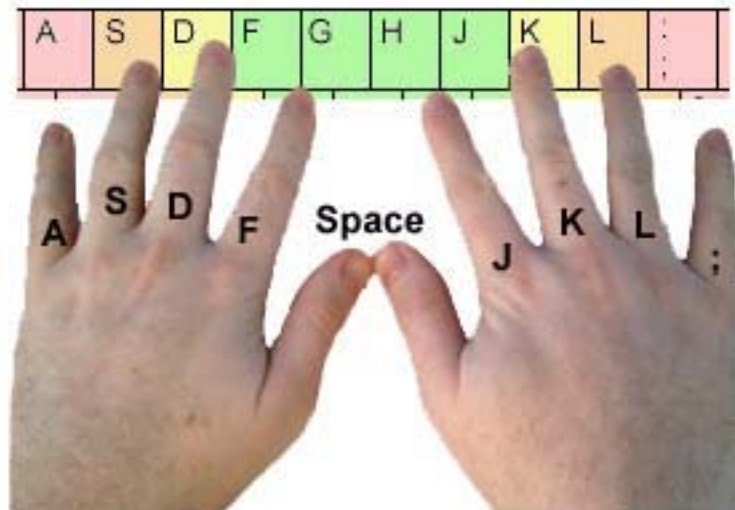
WRONG!



[Also remember to use the correct finger to type each letter. See the chart below for details.](#)

Keyboard finger position

Left hand						Right hand							
~ `	1 !	2 @	3 #	4 \$	5 %	6 ^	7 &	8 *	9 (0)	- _	+ =	Delete
Tab	Q	W	E	R	T	Y	U	I	O	P	{ [}]	 \ _
Caps	A	S	D	F	G	H	J	K	L	; :	" '	Enter	
Shift	Z	X	C	V	B	N	M	< ,	> .	? /	Shift		
Ctrl		Alt							Alt		Ctrl		



<http://www.computerhope.com>

For the initial speed test

- Go to http://www.ingenuityworks.com/online_test/online_test2.html
 - Select Test Duration: No Time Test
 - Select Test Text: What to look for in a keyboarding tutor
- Complete the test and record your results in your Keyboarding Journal

For Lessons 1-15

- Go to <http://www.sense-lang.org/typing/tutor/keyboarding.php>
- Complete Lesson 1-15 and record in your Keyboarding Journal

For Typing Test #1-3

- Go to <http://www.typingtest.com/>
 - In the dropdown menus select the following options:
 - Select English for language.
 - Select 3 minutes for time.
 - Select a content option of your choosing.
- Complete three different tests and record them in your Keyboarding Journal.

For Numeric Keypad Practice and Testing

- Go to <http://www.mrkent.com/tenkeytest/index.htm>
 - Select Digits Only, Numeric Characters: 3, One Minute, and Elapsed Time
- Complete the test and record your results in the Keyboarding Journal