

Sample Keyboarding Lesson Plans

8/25/2008	Monday	Tuesday	Wednesday	Thursday	Friday
	Introduction	lesson 1	lesson 2	lesson 3	lesson 4
	Expectations	About the computer	Home Keys	2nd finger home	Create a doc
	Rules & Procedures	Word processing	Finger Strech	2nd finger reach	Save a doc
	on time	Mouse	First finger reach	2nd finger key	preview a doc
	conduct	Start Word	First finger Key	review 1st reach	print a doc
	hall	Screen pts		review 1st key	
	rest room	Min/Rest/Close		review 2nd key	
	daily work	Close/Exit Word			
	computers				
	materials				
	safety	Pgs 1-5	Pgs. 6-19	Pgs. 20-26	Pgs. 27-36
	Consequences				
	absences				
	detention				
	self-control				
TEKS		1A use of systems			
		1B Appropriate use			
		1E Terminology			
		1F Software			
		2A Devices			
		2C Keyboarding			
		2D Capture files			
		3B Etiquette			
		3E Relevancy of TA			
		5B Storage devices			
		7A Word Processor			

9/1/2008	Monday	Tuesday	Wednesday	Thursday	Friday
		Lesson 6	lesson 7	lesson 8	lesson 9
		Home row complete	Time typing	Format &	cut/paste
		warmup drills	common words	Saving	drag/drop
		Timed writing	Review	Editing	copy
		Pgs. 45-52	Pgs. 53-60	Pgs. 61-67	Pgs. 62-74
TEKS		1A use of systems	7A Word Processor		
		1B Appropriate use	10D Font size/type		
		1C Use software			
		1E Terminology			
		1F Print/Save			
		2A Devices			
		2B Kbd proficiency			
		2C Keyboard Stds.			
		2D Capture files			
		3B Etiquette			
		3E Relevancy of TA			
		5B Storage devices			

9/8/2008	Monday	Tuesday	Wednesday	Thursday	Friday
	Lesson 10	Lesson 11	Lesson 12	Lesson 13	Lesson 14
	Caps	Spacing	Margins	fonts	alignment
	Number lists	Indenting	Tabs	alignment	tabs & codes
	Practice keyboard	special functions	setup	appearances	Practice
		Practice keyboard	Practice keyboard		Keyboarding
				Quiz	timed tests
				Practice keyboard	
	Pgs. 75-84	Pgs. 85-97	Pgs. 86-105	Pgs. 406-117	118
					120
TEKS		1A use of systems	7A Word Processor		
		1B Appropriate use	10D Font size/type		
		1C Use software			
		1E Terminology			
		1F Print/Save			
		2A Devices			
		2B Kbd proficiency			
		2C Keyboard Stds.			
		2D Capture files			
		3B Etiquette			
		3E Relevancy of TA			
		5B Storage devices			

9/15/2008	Monday	Tuesday	Wednesday	Thursday	Friday
	Lesson 14	Lesson 15 & 16	Lesson 17	Lesson 18 & 19	Lesson 20
	Alignment	Header/footer	indentation	bulleted lists	number keys
	Page setup	style functions	line spacing	numbered lists	review
		Practice keyboard	Review	paragraphs	
	time tests		Practice keyboard	format	time tests
				structure	Quiz
					Practice keyboard
		"orange skins"	"orange skins"	"orange skins"	"orange skins"
Practice		128	148		
Exercise		133 & 139	151	154 & 161	174
	(3 week Progress)				
TEKS		1A use of systems	7A Word Processor		
		1B Appropriate use	7G charts & tables		
		1C Use software			
		1E Terminology	10D Font size/type		
		1F Print/Save	10E chart w/ data		
		2A Devices			
		2B Kbd proficiency			
		2C Keyboard Stds.			
		2D Capture files			
		3B Etiquette			
		3E Relevancy of TA			
		5B Storage devices			

9/22/2008	Monday	Tuesday	Wednesday	Thursday	Friday
	Lesson 20	Lesson 21	Lesson 22 & 23	Lesson 24	Lesson 25
	Number keys	fractions, mixed #	review number/bullets	copy, cut, paste	type paragraphs,
	review bullets	dates & times	calculator & specials	insert photo, etc.	create, format,
	Practice	Practice keyboard	Review		outline
	Keyboarding		Practice keyboard	Practice keyboard	
	timed tests				Quiz
	"orange skin"	"orange skin"	"orange skin"	"orange skin"	Practice keyboard
Warmup	177	191 & 199	207	241	252
Exercise	186	203	214	251	256
TEKS		1A use of systems	4A Locate & acquire		
		1B Appropriate use	information		
		1C Use software	4B Search strategy		
		1D Different formats	5B Storage devices		
		1E Terminology	7A Word Processor		
		1F Print/Save	7F Graphic tools		
		1H Internet terms	7G charts & tables		
		2A Devices			
		2B Kbd proficiency	10D Font size/type		
		2C Keyboard Stds.	10E chart w/ data		
		2D Capture files			
		3B Etiquette			
		3E Relevancy of TA			

9/28/2008	Monday	Tuesday	Wednesday	Thursday	Friday
	Lesson 26	Lesson 27	Lesson 28	Lesson 29 & 30	Catch up
	edit/proof	one page report	footnotes in report	graphics in a	Make up
	timed tests		timed tests	report	Fix up
				Flyer & letterhead	quiz
	"orange skin"	"orange skin"	"orange skin"	"orange skin"	"orange skin"
Warmup	241	259	266	287	
Exercise	256	264	270	292	300
					(end of 1st 6 weeks)
TEKS		1A use of systems	4A Locate & acquire		
		1B Appropriate use	information		
		1C Use software	4B Search strategy		
		1D Different formats	5B Storage devices		
		1E Terminology	7A Word Processor		
		1F Print/Save	7F Graphic tools		
		1H Internet terms	7G charts & tables		
		2A Devices			
		2B Kbd proficiency	10D Font size/type		
		2C Keyboard Stds.	10E chart w/ data		
		2D Capture files			
		3B Etiquette			
		3E Relevancy of TA			