

K - 2 KEYBOARDING & MOUSE SKILL BUILDING W/ MR. E. PANCHO

DATE: October 1 – 31, 2024

TOPIC: Basic Keyboard and Mouse Skills

SUBJECT: Computer

DURATION: 30 minutes

OBJECTIVE(S):

- Recall where to find keys on the keyboard
- Recognize simple terms for using the keyboard and mouse
- Practice mouse control
- Stay focused and follow directions

NOTES:

Write out ten sets of directives before implementing the game. Follow the directives on your own and save the document to make it easier to assess student work.

MATERIALS:

- Computer keyboard
- Computer mouse
- Computer with working word processing program

Keyboard and Mouse Directives for Beginners:

- Hit space bar once
- Type ABC
- Press Enter twice
- Move cursor to space after the letter C
- Hold Shift and press the first letter of your first name
- Type the rest of your name

TASKS/ACTIVITIES:

1. Teach basic keys, mouse movement, and terminology.
2. Open blank document for activity.
3. Teacher gives 10, one-step directives for mouse and keyboard use in rapid succession in a game of Computer Says. All directives that require student action start with "Computer Says."
4. Student follows directives that begin with "Computer Says" using their keyboard and mouse to add content to a blank document. If the teacher does not say "Computer Says" before a directive, student should not follow the directive.
5. After each set of directives, teacher checks student work. If it's correct, game continues with another set of directives. If it's incorrect, student deletes all text and the game starts over.

Keyboard and Mouse Directives for Advanced Lesson:

- Insert asterisk
- Highlight your name then use the mouse to copy and paste it on the next line
- Press Caps Lock
- Type your full name

HOMEWORK: None

ASSESSMENT:

Check student work after each set of directives to see how well student followed directives. Look for patterns in the directives that are missed or incorrect, such as use of capital letters or right-click on the mouse. Count how many sets of directives the student gets correct in a row and track over time.

ONLINE LEARNING TOOLS

CLICK ON THE SQUARES BELOW TO ACCESS THE CONTENT

COMPUTER LAB CURRICULUM | TECHNOLOGY TERMS AND DEFINITIONS | TECHNOLOGY LESSON VIDEO | ASSASSINATING PROGRAMMING LESSONS | KEYBOARDING PRACTICE | ASSEMBLING USING THE MOUSE PRACTICE | GOSHAWK SINGLE APPS LESSONS

CLICK HERE TO TAKE TECHNOLOGY ASSESSMENT

FIRST GRADE TECHNOLOGY GRADE LEVEL GOALS
Students in first grade will build on skills learned in Kindergarten. They will use basic one keys and will learn more function keys. They will begin saving, printing, formatting, and inserting graphics into simple word processing documents. They will continue to explore ethical computer use. They will continue to demonstrate proper etiquette, behavior, and body position when using computers.

WELCOME TO Computer Lab Resource with Mr. E. Pancho

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