Keyboard Practice

Teacher Information

Background Information
Students will become familiar with the arrangement of a keyboard and will learn keyboard skills for typing.

Materials
- Student Sheets (1 copy per student)
- copies of keyboard template & keys on cardstock
- access to real keyboard or typewriter
- markers

Procedure:
1. Beginner—Students use real keyboard as a guide to fill in letters, numbers and basic punctuation on keyboard template, by hand.
2. Advanced—Students who already know their keyboard should cut the keys apart. Without access to a real keyboard, have students compete against each other to arrange cut outs in the proper order of the template. First person finished with letters arranged in correct position wins.
3. Additional—Once letters are placed on the keyboard template in the proper position, give the students a word from the list below. Students must remove the letters for the word and spell the word out next to the keyboard. The first student to lay the word out correctly wins a point. Students place the letters back on the board, and prepare for the next word. Keep track of points, when all words have been delivered and spelled, the player with the most points wins.

    Word List - Words with no duplicate letters.
    Words can be added or substituted according to skill level.

arc	axis	coma	comet	star
blast	tail	solar	orbit	fuel
planet	journey	gravity	space	surface
impact	probe	oxygen	particle	asteroid

Keyboard Practice

Student Sheet

Objective
The object of this activity is to learn more about the planets in our solar system while practicing communication skills.

Materials
- copies of keyboard template & keys on cardstock
- access to real keyboard or typewriter
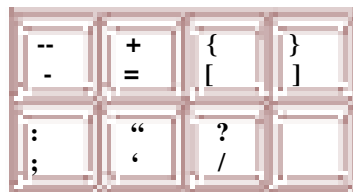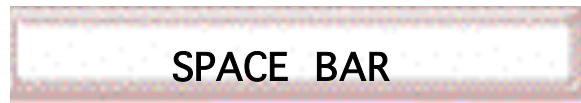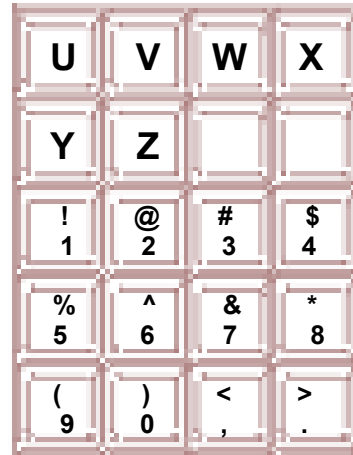- markers

Procedure
1. *Beginner*—Use real keyboard as a guide to fill in letters, numbers and basic punctuation on keyboard template, by hand using a marker.
2. *Advanced*—Cut the lettered keys apart. Without access to a real keyboard, compete against each other to arrange cut outs in the proper order of the template. First person finished with letters arranged in correct position wins.
3. *Additional*—Once letters are placed on the keyboard template in the proper position, have word races. You need a group of at least 3 for this.
   a. One person will be the Judge. Everyone else will race.
   b. The Judge will choose a word from the list below.
   c. When the Judge says a word out loud, everyone else must remove the letters for the word and spell the word out next to the keyboard.
   d. The first student to lay the word out correctly wins a point.
   e. After a winner is declared, place the letters back on the board, and prepare for the next word. Keep track of points, when all words have been delivered and spelled, the player with the most points wins.

Word List

arc	axis	coma	comet	star
blast	tail	solar	orbit	fuel
planet	journey	gravity	space	surface
impact	probe	oxygen	particle	asteroid
		tail	solar	orbit	f	journey

Keyboard Practice

Cut Here

A	B	C	D
E	F	G	H
I	J	K	L
M	N	O	P
–	–	–	–

U	V	W	X
Y	Z		
! 1	@ 2	# 3	$ 4
% 5	^ 6	& 7	* 8
(9	) 0	< ,	> .

SPACE BAR

-- -	+ =	{ [	}]
: ;	" '	? /	

Keyboard Practice