

**Ohio Academic Content Standards for Technology
Relating to Keyboarding**

Standard 3: Technology for Productivity Applications

Benchmark B: Demonstrate operation of basic computer and multimedia technology tools.

Grade 1:

B:7 Begin to locate letters and special keys on the keyboard with teacher assistance (e.g., enter key, escape key, space bar).

Grade 2:

B:8 Use proper keyboarding techniques (e.g., placing their fingers on home row keys).

Grade 3:

B:7 Touch-type letters on the keyboard with both hands (e.g., begin to learn how to type/keyboard, use continuous keystrokes).

Grade 4:

B:8 Demonstrate appropriate keyboarding skills.

Grade 5:

B:6 Use appropriate hand/finger positions to key all letters (e.g., demonstrate ability to appropriately keyboard and assess accuracy).

Grade 6:

B:4 Demonstrate proper keyboarding techniques, assess keyboarding accuracy and develop speed.

Grade 7:

B:4 Develop speed and accuracy when keyboarding, and transition to a word processing environment.

Grade 8:

B:4 Demonstrate effective keyboarding skills in a word processing environment.