***A picture containing text, clock

Description automatically generated***

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**Activity**

Typing Practice - Spanish

MODULE 1: Introduction to Information Technology

This **activity** was written for the Florida Public School System DIGITAL INFORMATION TECHNOLOGY (8207310) course. Funded by the Cyber/IT Pathways Program, Cyber Florida, and the Florida Department of Education.

# Module 1: Introduction to Information Technology

## Activity: Typing Practice

Student uses typing.com to measure how many words and how accurate the student can type per minute.

## Standards Assessed

* **01.01** Develop keyboarding skills to enter and manipulate text and data.

## Teacher Notes

The teacher will demonstrate proper finger placement on the keyboard. In addition to teacher demonstration, students can use assisted instruction with freely available online resources using the following link:

<https://www.typing.com/>

The activity must be designed to measure how many words and how accurate the student can type per minute. It is generally accepted that students will not be fully competent in typing at speeds greater than with such a limited timeframe for training, practice, and assessment.

Keyboard typing assignments are designed to improve student performance with accuracy and speed. Students will be timed as they complete a typing assessment designed to record performance based on Words Per Minute and the accuracy of words typed.

## Estimated Student Completion Time

The process of instructing students on how to properly type with a keyboard will be separated over 5 separate 45 minute in-class sessions. Each class, students will repeat a typing activity that is timed for 1 minute.

## Activity Rubric

Although the generally acceptable typing speed for professional productivity can be between 65 and 70 words per minute, students should only be expected to be assessed for self-awareness and literacy purposes.

When the student is aware of the importance of typing fast and how it can be applied to a competitive business environment, they can be encouraged to improve their skills independently beyond this lesson plan.

# Activity: Typing Practice

**Instrucciones para el Estudiante:** Sigue las instrucciones para la Parte 1 y la Parte 2.

Una vez que entiendas cómo colocar correctamente tus dedos en el teclado de la computadora, necesitarás completar la evaluación de mecanografía.

## Parte 1: Colocación de los Dedos en el Teclado

Students can visualize where the keys are located on the keyboard.



Figura Teclado de Computadora

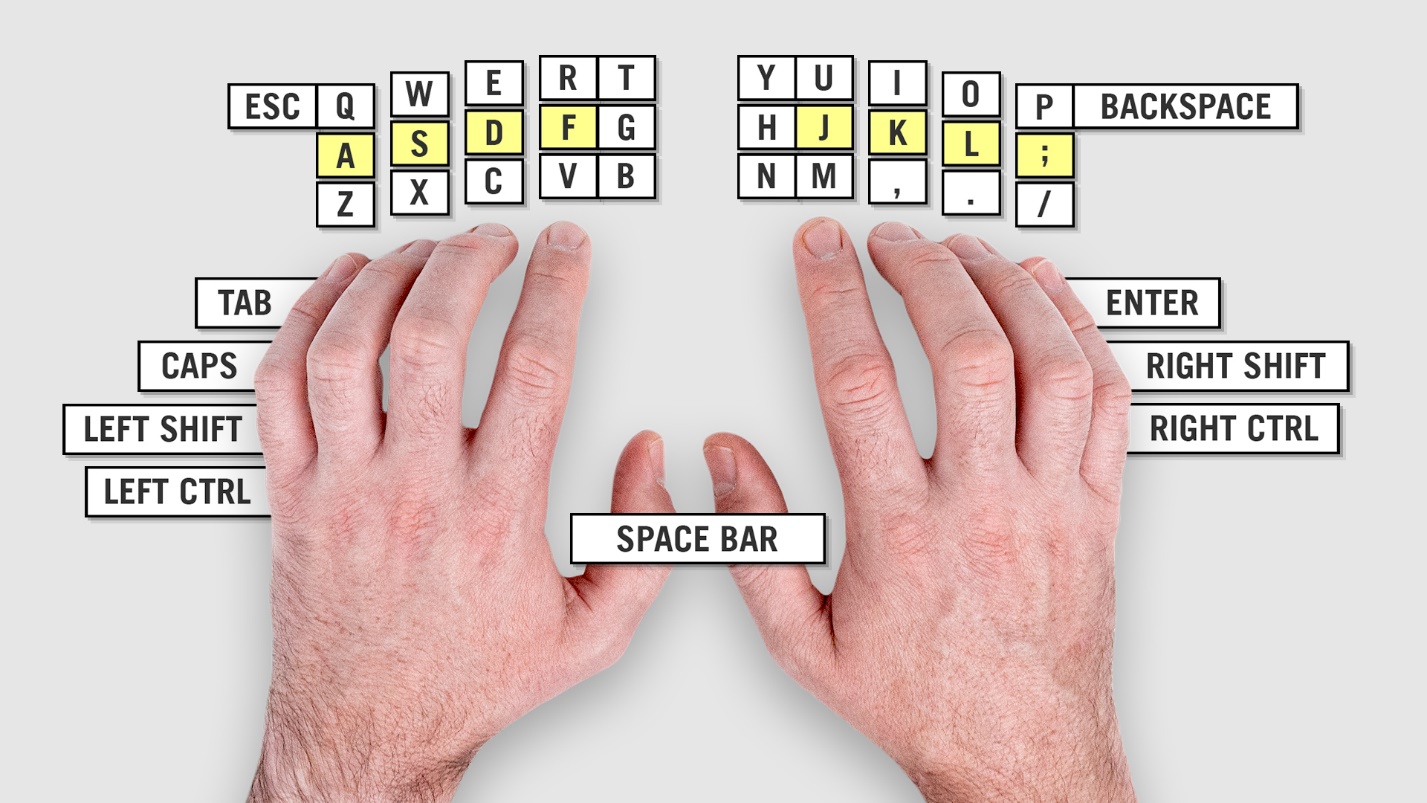


Figura Las teclas de la fila base para la mano izquierda son: A S D F; las teclas de la fila base para la mano derecha son: J K L

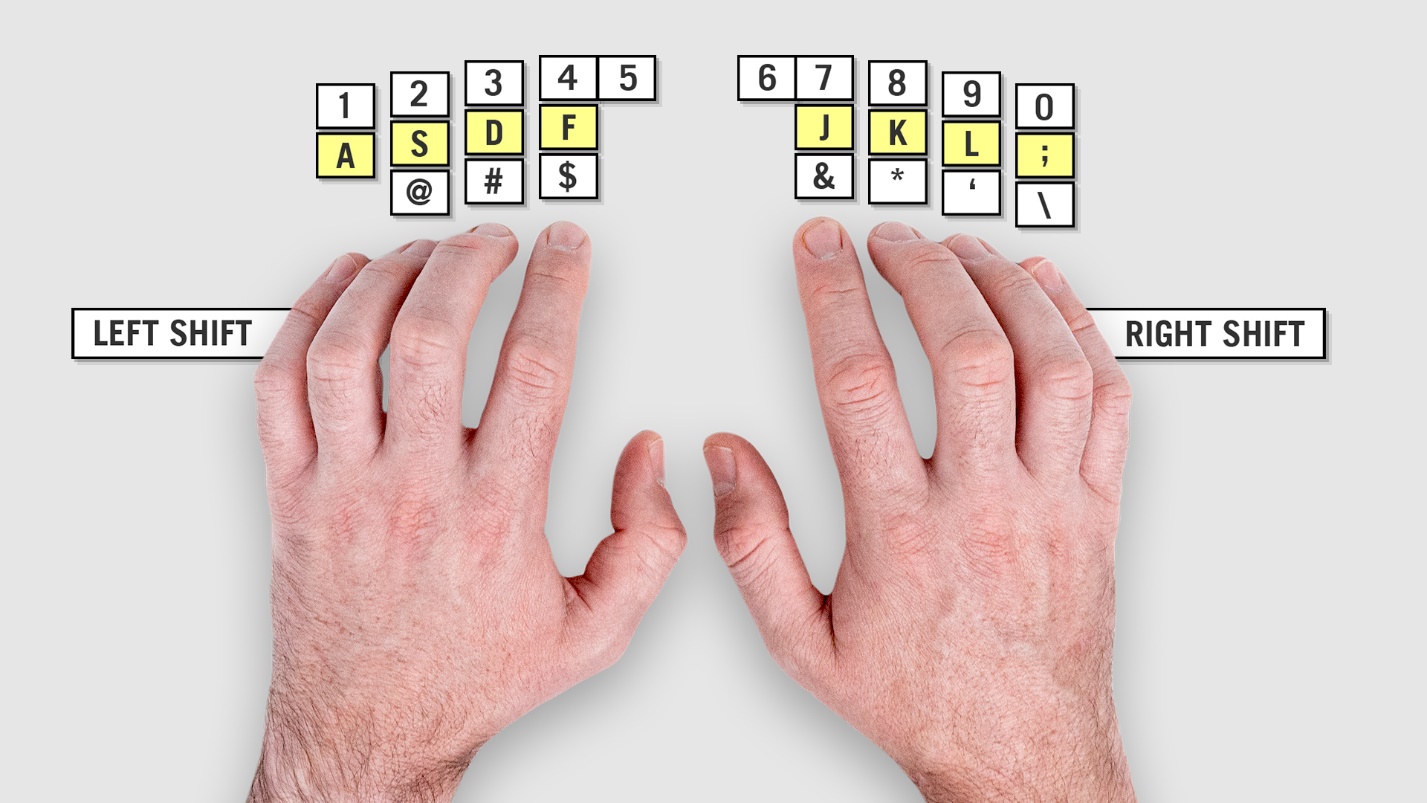


Figura La tecla Shift puede ser utilizada para la tecla de números: ! @ # $ % ^ & \* ( )

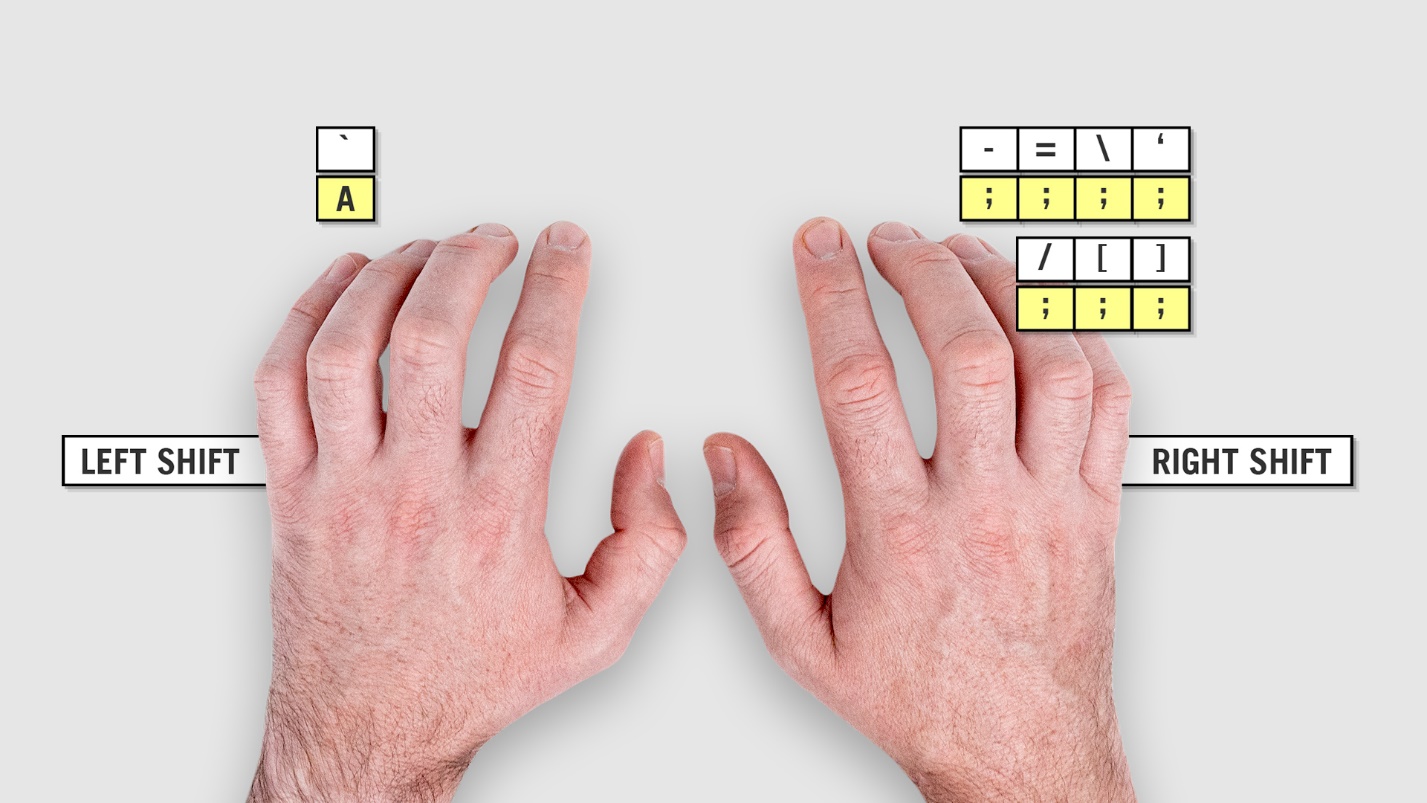


Figura Teclas adicionales accesibles utilizando el dedo meñique izquierdo o derecho

## Parte 2: Comienza la Prueba de Mecanografía

1. Accede a la herramienta de mecanografía: <https://www.typing.com/>
2. Selecciona el botón **Comienza a Mecanografiar Hoy**.
3. Refiérete a la lección de mecanografía según las indicaciones de tu profesor.
4. Mantén un registro de tu progreso.