***A picture containing text, clock

Description automatically generated***

This project was supported by the Cybersecurity and IT Pathways grant from the Florida Department of Education through Cyber Florida, project number 291-1231C-2C001, funding authority 84.425C-D CRRSA ACT ESSER II 84.425D & GEER II 84.425C, FAIN#: S425C210052. More information at cyberflorida.org/pathways/

**Activity**

Typing Practice

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

**Student Instructions:** Follow the instructions for Part 1 and Part 2.

Once you understand how to properly place your fingers on the computer keyboard, you will need to complete the keyboarding assessment.

## Part 1: Finger Placement on Keyboard

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



Figure Computer Keyboard

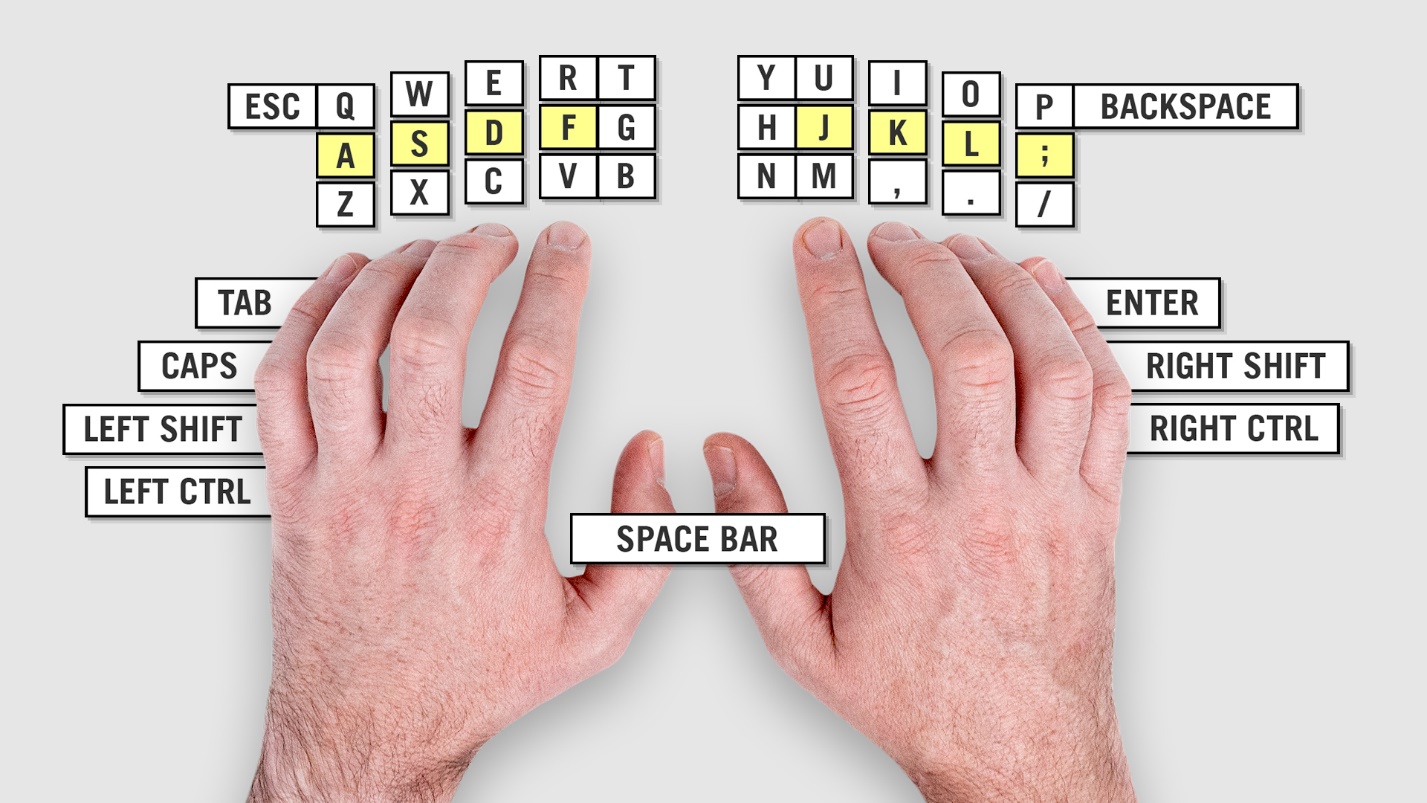


Figure Left Hand Home Row Keys are: A S D F; Right Hand Home Row Keys are: J K L

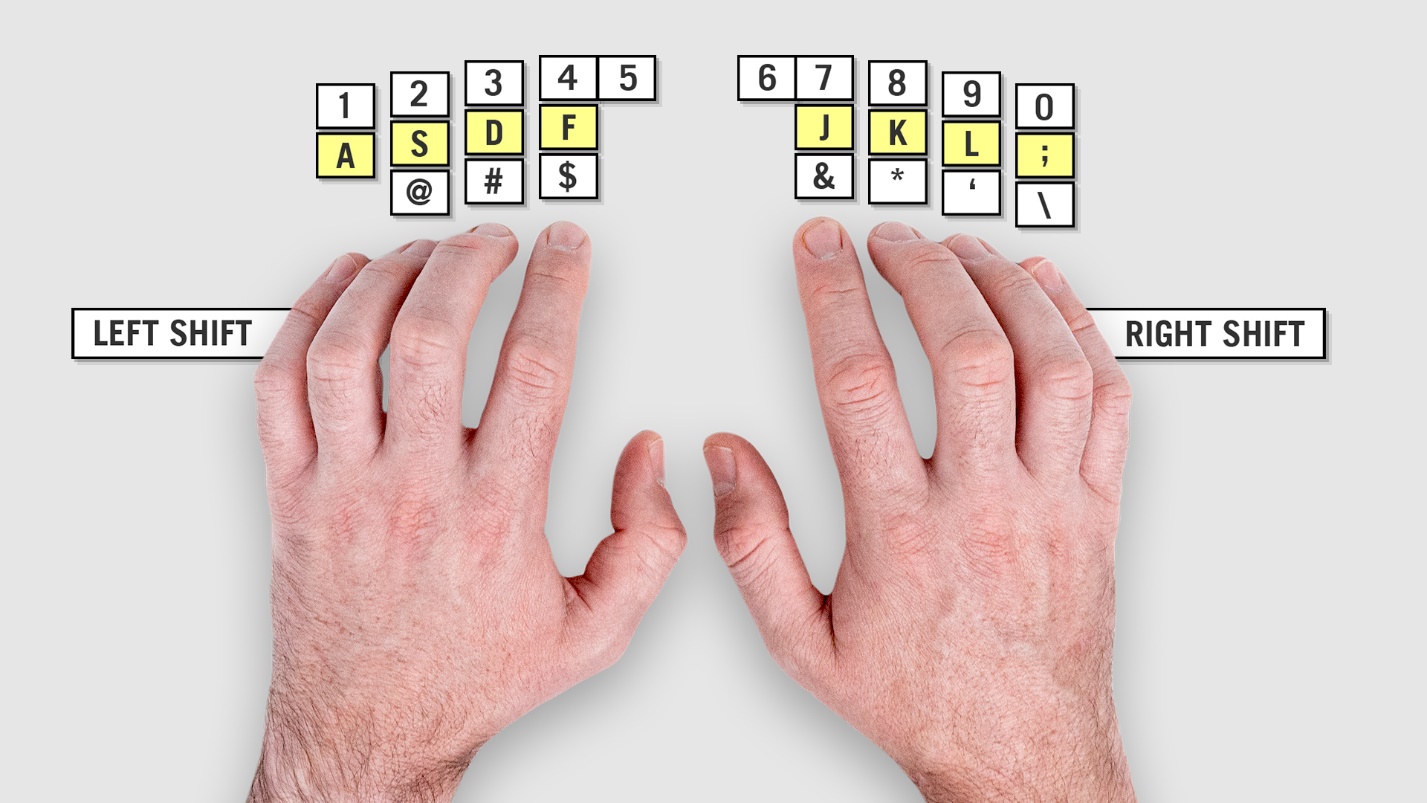


Figure The Shift Key can be used for Number Key: ! @ # $ % ^ & \* ( )

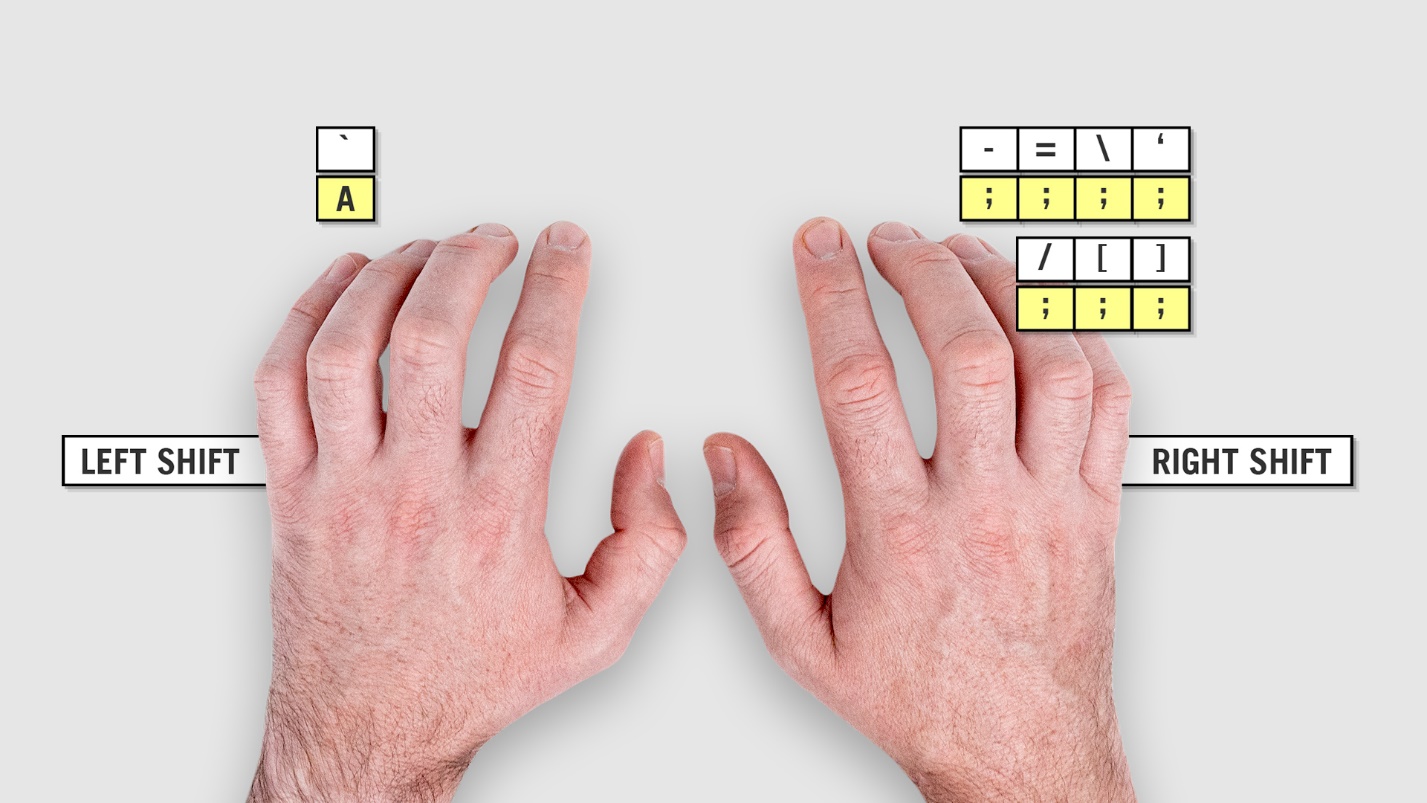


Figure Additional keys accessible using the Left or Right pinky (little) finger

## Part 2: Begin Typing Test

1. Access the typing tool: <https://www.typing.com/>
2. Select the **Start Typing Today** button.
3. Refer to the typing lesson as directed by your teacher.
4. Keep track of your progress.