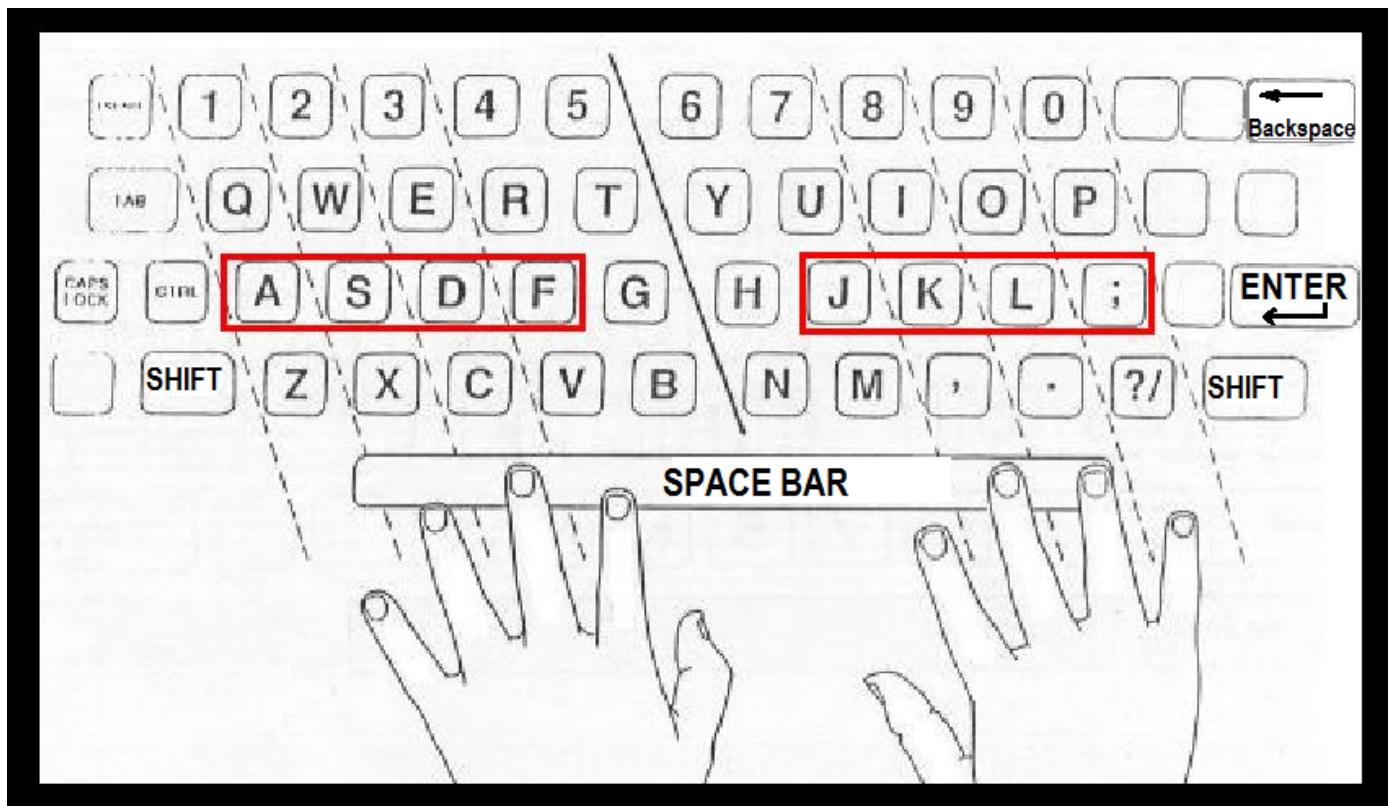




Keyboarding Kickoff!

Here are the basics:

- Keep your fingers on the HOME ROW (red) keys when you're not reaching.
- Do you feel the bump on the F & J keys? Your first fingers go there.
- The SPACE BAR is used to make spaces between words or letters. Your thumbs press the SPACE BAR.
- The ENTER KEY moves the cursor down the page to a new line.
- The BACKSPACE KEY erases to the left.
- The SHIFT keys make a letter upper case.



Which fingers go where? Let's learn keyboarding!
A great site to start with and use this summer, especially 3rd graders:

Google search keywords: DANCE MAT TYPING

It's fun and funny. There are 4 levels and three lessons in each one (12 lessons). Students learn very clearly through animation and practice.

More Keyboarding GAMES

Google Search Keywords: Alpha Munchies

All typists: Each week, take time to play "Alpha Munchies". This is a timed game and you can start on the easy level and move up as you get better at typing.

[http://www.abcya.com/kids typing game.htm](http://www.abcya.com/kids_typing_game.htm)

Google Search Keywords: Keyboard Invasion

All typists: Use the game "Keyboard Invasion" to practice the home row (level one) and then move up in the levels when you are ready.

[http://www.abcya.com/keyboard invasion.htm](http://www.abcya.com/keyboard_invasion.htm)

Google Search Keywords: Jump Key

All typists: Jump Key is a game that allows you to start with the home row and progress to other levels.

[http://www.abcya.com/jump key.htm](http://www.abcya.com/jump_key.htm)

Google Search Keywords: Friendly letter maker

All typists: Practice typing by writing a friendly letter, print, and send!

This is a neat program. Easy for any age to use. Once finished typing, it is easy to print the letter.

[http://www.abcya.com/friendly letter maker.htm](http://www.abcya.com/friendly_letter_maker.htm)

Google Search Keywords: Typing Race ABC

Experienced typists: This is a fun "driving" game to practice your typing. You can progress through the levels, and begin with the home row.

[http://www.abcya.com/typing race cars.htm](http://www.abcya.com/typing_race_cars.htm)

Google Search Keywords: Keyboarding Challenge

Only for ADVANCED TYPISTS---give this game a try. The keyboard letters are jumbled and you have to place them in the correct locations. It's called "Keyboarding Challenge".

<http://www.abcya.com/keyboard.htm>

TypingClub.com

Please cross off a number as you complete that lesson:

1	2	3	4	5	6	7	8	9	10
11	12	13	14	15	16	17	18	19	20
21	22	23	24	25	26	27	28	29	30
31	32	33	34	35	36	37	38	39	40
41	42	43	44	45	46	47	48	49	50
51	52	53	54	55	56	57	58	59	60
61	62	63	64	65	66	67	68	69	70
71	72	73	74	75	76	77	78	79	80
81	82	83	84	85	86	87	88	89	90
91	92	93	94	95	96	97	98	99	100

The goal:

Spend time typing continuing to use the typing club.

Try 100 lessons! Keep track of lessons (either by registering on the free site OR by using the checklist above).

Dear Parents,

Learning to keyboard can be compared with learning to play the piano or any instrument where the brain and fingers must work together. Contributing factors for helping students succeed in keyboarding are:

1. **Position**
2. **Memorization**
3. **Motivation**

Position – sit up straight and place fingers on the home row. Do not rest wrists.

Memorization – Find the bump key. Use the keyboard copy to locate the keys without looking at fingers. Occasionally cover the hands with a towel or paper.



Motivation – Plan a reward for reaching certain lessons within the 100 lessons, such as every 15 or 20 lessons completed.

During our one hour kick off class, I introduced the beginner students to Dance Mat Typing. Once your student completes all the lessons on Dance Mat, he/she should move on to the Typing Club website. By summer's end, try to reach lesson 100 on the Typing Club website.

Use the attached sheet to track typing club completed lessons. Or register on the free typing club site. If you diligently stick with this site and “redo” lessons as instructed, you will become a very good typist.

Happy typing!

Mrs. Bodine