Kindergarten Technology Skills
Lesson P-K-6
Review of Software, Word, Letters, Shift and Enter keys

1. Review definition of software – set of instructions that tells a computer what to do and how to do it.
2. Explain that some software creates a product (document, spreadsheet or image) that can be saved, copied, printed, or emailed. Explain that Microsoft Word is word processing software. This kind of software allows a person to create a document, a printed page that provides information. A document can be a letter, a set of directions, a recipe, book report or a story. Word processing software allows someone to easily move words around in a document and make them look a particular way as far as color, size, and style.
3. Explain that the keyboard is used to type letters, numbers, and other characters in a Word document.

1. Direct students to log in.
2. Instruct students to locate the Word icon and open the software. Remind them that software is opened by double-clicking on the desktop icon.
3. Define cursor: the blinking line in a document that shows the location where you are typing. Instruct students to locate the cursor on the screen.
4. Show students keyboard picture with the special keys they'll be learning in this lesson. It's in the Technology Course Resources section on the Mayfield website. Direct them to point to each of these keys.
5. Explain that pressing the Enter key causes the cursor to go to the next line. Instruct students to locate and press the Enter key several times.
6. Explain that the Spacebar allows the cursor to move ahead one space. Instruct the students to locate the Spacebar and press it several times.
7. Explain that the Shift key is pressed in order to get uppercase letters. Instruct the students to locate the Shift keys. Instruct students to type some letters holding down the Shift key.
8. Use the Word Practice document to provide a series of words, using both upper and lowercase letters, for the students to type. It's also in the Technology Course Resources section.
9. Direct students to close Word and log off.

Classroom Station(s)

1. In order to save time, log into computer(s) with generic classroom login.
2. Demonstrate how to open Word.
3. Define cursor: the blinking line in a document that shows the location where you are typing. Point to cursor on screen
4. Show students keyboard picture with the special keys they'll be using.
5. Explain that pressing the Enter key causes the cursor to go to the next line. Demonstrate the Enter key.
6. Explain that the Spacebar allows the cursor to move ahead one space. Demonstrate the Spacebar.
7. Explain that the Shift key is pressed in order to get uppercase letters. Demonstrate the Shift keys.
8. The Word Practice document has four activities which use the space bar, enter key, and shift keys.
9. Demonstrate the key(s) and related activity planned for the day/week.
10. Provide a copy of the activity for the students to follow while sitting at the computer.
11. Direct students to rotate through computer station(s) completing this activity. Each student should open Word to begin and close Word when finished.
12. Optional: Create your own activity to practice typing words: star words, student name and address, important science or social studies vocabulary, etc.