

## Kindergarten Technology Skills

Lessons P-K-7, A-K-7

Special keys – Arrows, Backspace, Delete, Period, Question Mark, Caps Lock, Numbers

### Computer/Mobile Lab

1. Direct students to log in and open Word. Remind them that they should double-click on the Word icon.
2. Ask students to point to the Spacebar, Enter, and Shift keys.
3. 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.
4. Use the Word Practice 2 document, also located in the Technology Course Resources section, to provide a series of activities that require the students to type numbers, words, and sentences and to maneuver the cursor using the Arrows, Backspace, and Delete keys. Prior to each activity, ask the student to locate the special key(s) that are being used.
5. 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. Remind students as to how to open Word.
3. Show students keyboard picture with the special keys they'll be using.
4. The Word Practice document has five activities which use the space bar, enter key, and shift keys.

*Note: Activities #3, 4, and 5 are better suited as a whole group activity in a computer/mobile lab setting.*

5. Demonstrate the key(s) and related activity planned for the day/week.
6. Provide a copy of the activity for the students to follow while sitting at the computer.
7. Direct students to rotate through computer station(s) completing this activity. Student should open Word to begin and close Word when finished.
8. Optional: Create your own activity to practice typing numbers, sentences, and questions.