

Level 5 Rubric
Keyboarding - Chapter 2

Criteria	4-Always	3-Most of The Time	2-Some of The Time	1-Seldom
Keyboarding				
Knows that the keyboard is an input device.				
Knows the home row keys.				
Knows the spacebar.				
Knows the enter/return keys.				
Knows that typing speeds are measured in words per minute or wpm.				
Uses the correct posture while sitting at the computer.				
Typing the Letters t, y, b, n				
Uses left pointer finger to press t.				
Uses right pointer finger to press y.				
Uses left pointer finger to press b.				
Uses right pointer finger to press n.				
Typing the Letters e, r, i, u				
Uses left middle finger to press e.				
Uses left pointer finger to press r.				
Uses right middle finger to press i.				
Uses right pointer finger to press u.				
Typing the Letters q, w, o, p				
Uses left little finger to press q.				
Uses left ring finger to press w.				
Uses right ring finger to press o.				
Uses right little finger to press p.				
Typing the Letters z, x, c, v and m.				
Uses left little finger to press z.				
Uses left ring finger to press x.				
Uses left middle finger to press c.				
Uses left pointer finger to press v.				
Uses right pointer finger to press m.				

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Criteria	4-Always	3-Most of The Time	2-Some of The Time	1-Seldom
Typing Capital Letters				
Understands the term capital/uppercase letters.				
Understands the term toggle.				
Recognizes the caps lock key and knows what it does.				
Recognizes the shift keys and knows what they do.				
Knows that Roman numerals are capital letters.				
Successfully types words with capital letters:				
January				
February				
North America				
Africa				
Typing Numbers and Symbols				
Knows and uses the numeric keypad.				
Understands the purpose of the num lock key.				
Uses shift and number keys to type numbers and symbols:				
!				
@				
#				
\$				
%				
Uses NUM LOCK key and numeric keypad to type numbers:				
1234567890				
Typing Punctuation Marks				
Understands the term punctuation mark.				
Uses right ring finger to press period key.				
Uses right little finger to press semicolon key.				
Uses right little finger to press question mark key.				
Uses right middle finger to press comma key.				

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Criteria	4-Always	3-Most of The Time	2-Some of The Time	1-Seldom
Uses right little finger to press the shift key while using left little finger to press exclamation mark key.				
Knows what quotation marks are used for.				
Uses left little finger to press the shift key while using left little finger to press quotation mark key.				
Knows when a colon would be used.				
Uses left little finger to press the shift key while using right little finger to press the colon key.				
Successfully types sentences including punctuation marks: What is your name?				
I love that name!				
He said, "My best friend is David."				
Let's meet at 4:00.				
Backspace Key				
Knows the term delete.				
Uses right little finger to press the backspace key.				
Tab Key				
Knows the term tab.				
Knows the term wordwrap.				
Knows that the tab key moves the insertion point five spaces to the right.				
Uses left little finger to press the tab key.				
Typing Mathematical Equations				
Knows the following terms:				
left/open parenthesis (
right/closed parenthesis)				
left square bracket [
right square bracket]				
left curly bracket {				

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Criteria	4-Always	3-Most of The Time	2-Some of The Time	1-Seldom
right curly bracket }				
minus sign / hyphen / dash -				
equal sign =				
plus sign +				
multiplication *				
division /				
Uses left little finger to hold down shift key and right ring finger to type (
Uses left little finger to hold down shift key and right little finger to type)				
Uses left little finger to hold down shift key and right little finger to type {				
Uses left little finger to hold down shift key and right ring finger to type }				
Uses right little finger to type [
Uses right little finger to type]				
Uses left little finger to hold down shift key and right ring finger to type *				
Uses left little finger to hold down shift key and right little finger to type +				
Uses right little finger to type =				
Uses right little finger to type -				
Uses right little finger to type /				
Using Navigation Keys				
Knows and uses the navigation keys:				
up/down arrow key				
left/right arrow key				
home key				
end key				
page up/down keys				
num lock key				

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