

## Level I Rubric Keyboarding - Chapter 2

<b>Criteria</b>	<b>4-Always</b>	<b>3-Most of The Time</b>	<b>2-Some of The Time</b>	<b>1-Seldom</b>
<b>Keyboarding</b>				
Knows that the keyboard is an input device.				
Knows the home row keys.				
Knows the spacebar.				
Uses the correct posture while sitting at the computer.				
<b>Space Bar</b>				
Knows the term insertion point.				
Uses thumbs to press the space bar.				
<b>Typing the Letter G</b>				
Uses left pointer finger to press g.				
<b>Typing the Letter H</b>				
Uses right pointer finger to press h.				
<b>Enter/Return Key</b>				
Knows what the enter/return key does.				
Uses little finger to press enter/return key.				
<b>Backspace Key</b>				
Knows the term delete.				
Uses right little finger to press the backspace key.				
<b>Typing Words</b>				
Uses correct posture and finger positions on the home row keys.				
Successfully types short words:				
lad				
fad				
sad				
dad				
add				