

## Level 3 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.				
Knows the enter/return keys.				
Uses the correct posture while sitting at the computer.				
<b>Typing the Letters t, y, b, n</b>				
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.				
<b>Typing the Letters e, r, i, u</b>				
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.				
<b>Typing the Letters q, w, o, p</b>				
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.				
<b>Typing Capital Letters</b>				
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 know what they do.				
Successfully types words with capital letters:				
POP				
UP				

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FRED				
<b>Typing Numbers and Symbols</b>				
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				
<b>Typing Punctuation Marks</b>				
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 little finger to press shift key while using left little finger to press exclamation mark key.				
Successfully types sentences including punctuation marks:				
How old are you?				
I like peas, beans, and pop.				
Do not fall!				
<b>Typing Letters z, x, c, v, m</b>				
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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<b>Backspace Key</b>				
Knows the term delete.				
Uses right little finger to press the backspace key.				
<b>Tab Key</b>				
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.				