

Level I 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.				
Uses the correct posture while sitting at the computer.				
Space Bar				
Knows the term insertion point.				
Uses thumbs to press the space bar.				
Typing the Letter G				
Uses left pointer finger to press g.				
Typing the Letter H				
Uses right pointer finger to press h.				
Enter/Return Key				
Knows what the enter/return key does.				
Uses little finger to press enter/return key.				
Backspace Key				
Knows the term delete.				
Uses right little finger to press the backspace key.				
Typing Words				
Uses correct posture and finger positions on the home row keys.				
Successfully types short words:				
lad				
fad				
sad				
dad				
add				