

**Level 4 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.				
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 Capital Letters				
Understands the term capital/upercase 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:				
April				
June				

Level 4 Rubric Keyboarding - Chapter 2

Criteria	4-Always	3-Most of The Time	2-Some of The Time	1-Seldom
July				
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 little finger to press shift key while using left little finger to press exclamation mark key.				
Successfully types sentences including punctuation marks:				
I like to walk. Do you?				
I want a bike. Can you ride?				
Watch out! Do not fall, because it will hurt if you do.				
Typing Letters z, x, c, v, 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.				

Level 4 Rubric Keyboarding - Chapter 2

Criteria	4-Always	3-Most of The Time	2-Some of The Time	1-Seldom
Uses right pointer finger to press m.				
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 Parentheses and Brackets				
Knows the following terms:				
left/open parenthesis (
right/closed parenthesis)				
left square bracket [
right square bracket]				
left curly bracket {				
right curly bracket }				
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]				
Using Navigation Keys				
Knows and uses the navigation keys:				
up/down arrow key				

Level 4 Rubric
Keyboarding - Chapter 2

Criteria	4-Always	3-Most of The Time	2-Some of The Time	1-Seldom
left/right arrow key				
home key				
end key				
page up/down keys				
num lock key				