

## Keyboarding For the Young and Young at Heart

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**Grade level:** End of Kindergarten – third grade

### Summary

Students learn the position of the keys on the keyboard and which hand to use when accessing these keys. This is not touch typing but will give the students a sense of place for their fingers and key placement.

### Technology tools

Dana by AlphaSmart, Dana Wireless or AlphaSmart 3000  
KeyWords for the AlphaSmart 3000



AlphaSmart Tip: UltraKey by Bytes of Learning features a Palm OS wide-screen enabled version of UltraKey that runs on the Dana by AlphaSmart and Dana Wireless.

### Internet sites: (if applicable)

Learn2type for Schools  
<http://www.learn2type.com/schools/whatis.cfm>

### Additional resources:

Include traditional resources, manipulatives and literature, where appropriate.  
See attached keyboarding Orton Gillingham style poem  
A paper copy of keyboard for each student  
An overhead transparency of the keyboard for the teacher to demonstrate techniques on the keyboard.



AlphaSmart Tip: For teachers using KeyWords SmartApplet, check the KeyWords SmartApplet installation CD for blackline masters.

### Step-by-step

1. Teacher has students pass out poem.
2. Review the right hand section of the poem out loud.
3. Teacher then demonstrates proper right hand technique for students on an overhead.
4. Teacher then passes out the Dana by AlphaSmart units or AlphaSmart 3000s to students.
5. Students work in pairs taking turns working through the poem.
6. Students work for a week minimum on each of the 3 sections of the poem.

### Home-to-school connection:

Send the poem home to all parents along with a paper copy of a keyboard so that students can practice at home.

**Keyboarding Orton Gillingham Style**  
(source unknown)

LEFT HAND LETTERS

PINKY A  
REACH FOR B  
MIDDLE FINGER C,D, E  
SIDE-BY-SIDE F AND G  
A,B,C,D,E,F,G

RIGHT HAND LETTERS

POINTER FINGER H  
REACH UP FOR I  
J,K,;L THREE IN A ROW  
M AND N SIDE BY SIDE  
RING FINGER UP FOR O  
H,I,JK,LM,N,O,

BOTH HANDS

PINKY FINGERS P AND Q  
R,S,T IS HARD TO DO  
U POINTS UP  
V POINTS DOWN  
W AND X ARE UP AND DOWN  
REACH UP FOR Y  
PINKY DOWN FOR Z  
NOW YOU HAVE THEM ALL YOU SEE  
A,B,C,D,E,F,G,H,I,J,K,L,M,N,O,P,Q,R,S,T,U,V,W,X,Y,Z