

Keyboarding

Digital Technology

Statement Code no: 1

Student:

Class:

At Junior Certificate level the student can:

Use the computer keyboard for basic keyboarding and data input

Date Commenced: / /

Date Awarded: / /

Learning Targets - This has been demonstrated by your ability to:

- | | | |
|----|--|--|
| 1 | Read all letters, figures, symbols and punctuation marks on the keyboard | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| 2 | Identify service keys and operational parts | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| 3 | Recognise the important words which refer to the keyboard | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| 4 | Be able to locate all letters, figures, symbols and punctuation keys | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| 5 | Control home keys | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| 6 | Key in practice work | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| 7 | Proofread, spell-check and correct work | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| 8 | Key in a letter and lay it out correctly | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| 9 | Key in a short text and lay it out correctly | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| 10 | Manipulate all keys needed | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |

Refer also to: English, Science, History, Geography, Civic Social and Political Education

Work begun ☐ ☐ ☐ | Work in progress ☐ ☐ ☐ | Work completed ☐ ☐ ☐