



Using Technology as a Tool for Success

Basic Keyboarding Skills - Tips

- Practice access to the device.
- Practice typing speed.
- If you use a laptop for your schoolwork, save your work to the school server or a flash drive periodically. This ensures your work is not lost if the computer is damaged or lost.
- Practice basic functionality for Word, Excel, and Google Word software.
- Print only the work that is required to be handed in as a hard copy. Most teachers will be able to access your work from the school server or will accept it as an attachment to an email.
- Learn about ways for students to 'search' beyond Google, Yahoo and 'ASK'.
- Keep battery charged, check with signal, and save frequently.

Basic Keyboarding Skills - Online Resources

- www.learninggamesforkids.com/keyboarding_games
- www.freetypinggame.net/
- www.alfatyping.com
- www.kidztype.com
- www.typingtest.com
- Utilize voice recognition/ voice to text