

## 4TH GRADE KEYBOARDING LESSON SCHEDULE

### WITH EDUTYPING

Students should complete the following lessons in EduType.

**PreTest** - Located under Timed Lessons

#### **Course Lessons:**

#### **Letters and Common Symbols:**

**Middle Row Keys** - 1-6

**Top Row Keys** - 8-13

**Bottom Row Keys** - 15-20

#### **Words and Sentences:**

**Typing Words With All Rows** - 1, 3, 5, and 7

**Capital Letters** - 8, 10, 12, and 14

**Typing Complete Sentences** - 15 and 16

**Post Test** - Located under Timed Lessons

- 
- Get as far as you can in the lessons. It is OK if you cannot finish all in the time given.
  - Check your progress and note "Problem Keys" once/week in the program.
  - When the majority of the class is ready to start Word Sentences, the Backspace option will be turned on. Please review correct fingering for this key.
  - Games - Student Choice - use when you need a break. Games selection is located at the top of the screen. This is the only area in the program you will need headphones.
  - Edutyping Notepad - Teachers can dictate words such as spelling lists, as an optional activity in this area when you want.