

# Keyboarding Fun

**Proofreader Marks:** To introduce or reinforce proofreader marks, hand out keyboarding copy, set a timer for three minutes and ask students to type as fast as they can for three minutes. Students should not worry about errors. At the end of three minutes, students should type their name in the header and print what they have. Hand out the proofreader mark sheet, have students exchange papers and correct the paper using proofreader marks. Papers should then be returned to students who will open the document and make corrections as noted.

**Typer-Thinker Game:** Choose pairs and one student becomes the “typer” while the other student becomes the thinker. Set a timer for two minutes. Call out a letter of the alphabet and students have two minutes to key as many words as possible that begin with that letter. However, the “typer” can only type what the thinker tells him or her to type. Other versions of the same game involve students keying in only (girl’s names, boy’s names, states, state capitals, presidents, fruits, vegetables, sports teams, brand names, countries, etc.)

**What we Know:** Write all the letters, numbers, and/or symbols on the board or limit it to a few. Students should type as many words as they can think of in three minutes that contain all of the letters. (The rules depend on how many letters the students have learned at the time).

**High-Five:** Students work in groups. Have students stay seated. One student from each team is given a document to key. Set the timer for two minutes. At the end of two minutes, the student jumps up and high fives another team member. They exchange seats and the timer is reset for two minutes and they type as much as possible in the two minutes. The game goes on for whatever time period desired. The winning team is the team who keys the most with the fewest mistakes.

**The Five W’s:** Read an article from a magazine or newspaper about a current event. Have students listen carefully for details. Have students key who the article is about, what the article is about, when the event took place, where the story took place, and why the article is newsworthy.

**Synonyms:** Create a list of words and call out the words one at a time. Instead of the word that you call out, students are instructed to key a synonym.

**Homonyms:** Create a list of words and call out the words one at a time. Instead of the word that you call out, students are instructed to key a homonym.

**Antonym:** Create a list of words and call out the words one at a time. Instead of the word that you call out, students are instructed to key an antonym or to change this up, have students’ key 30 nouns of their choice. When they finish, have them go back and key an antonym either beside the original word or just below it.

**Definitions:** Create a list of words and call out the words one at a time. Students are instructed to key the word and short definition.

**Capitalization:** Create a mixed list of words with some that require capitalization and others that do not. Call out the list and have students key them correctly.

**Keyboard Scattergory:** Give the class a letter such as “c” and a topic such girl’s names. Students key as many words that fit the topic and begin with the given letter. The difference is that students only get a point if

they have a word that nobody else in the classroom has. This encourages the students to use composition and creative thinking skills.

**Story Starters:** Create your own story starters or locate some on the internet. Choose at least ten. Students choose one and have fifteen minutes to key a story with a distinct beginning, middle, and end. At the end of fifteen minutes, students have five minutes to edit. Choose a few and have students read their stories. (Option: Have students write a story starter on paper, then fold all papers and have students draw one and create a story.)

**The Right Hand Doesn't Know what the Left Hand is Doing:** Hand out keyboarding copy or use a selection in the book. Two students sit in the same chair and key from copy. One student is the right hand and the other student is the left hand.

**Pick a Row:** Students choose one row on the keyboard and key as many words in two minutes as they can think of using only the letters on the row. Students will quickly learn that there are no vowels on the bottom row and only one vowel on the second row. Then modify the lesson and allow students to add all vowels or only certain vowels.

**Poetry and Essays:** Print out a poem such as "The New Colossus" for students to key. Have students add a title, name of author, etc. (have students apply formatting elements if students have learned borders and other formatting basics). Have students look up information about the author and key in two or three facts about the author at the bottom of the page. If they know how to insert a photo, they could insert a photo of the author. This lesson can be changed in several ways. Students could do the same project using the school song, the Gettysburg Address, writings by Lincoln and Jefferson, etc.

**One Handed:** Find an assignment that requires only letters keyed by one hand. Have students place the other hand on their head or behind their back. This will ensure that students are using the correct finger placement and not creating bad habits.

**States and States Capitals:** Call out the name of a state and have students key the name of the capital. In the early stages of the game, students should be able to look up the ones they miss and make corrections.

**Presidents and President's Wives:** Call out the name of a president and have student's key the name of the president's wife. In the early stages of the game, students should be able to look up the ones they miss and make corrections.

**Math:** Call out simple formulas, such as  $100 \times 9$  and have students key the answer.

**Vocabulary Words:** Get a list of vocabulary words from a core subject teacher. Call out the definition and have students key the term.

**SAT Vocabulary:** Google "SAT Vocabulary" and print out a list. Assign students 10 words per day and have them key the word and the definition as a warm-up exercise.

**Quotes:** Find a list of quotes (I find them in magazines) and have the students type the quotes with the author's name. Then have them research some of the author's and list facts about the authors, being sure to include why that person is famous. I also sometimes choose a quote and have students explain what the quote means in their own words.

**Three things:** You can have them type three things they are happy about today. You can have them type three things they “are not” going to do this semester. You can have them list three goals for the week, month, six weeks, after high school, etc.

### Keyboarding Websites

1. <http://freeonlinetypinggames.com/> : My students gave this site mixed reviews. Some games require a login and the students did not register at the site.
2. [http://www.learninggamesforkids.com/keyboarding\\_games.html](http://www.learninggamesforkids.com/keyboarding_games.html) : My students liked this site a lot. The Math Man game is a lot like Pac Man but students must answer math questions. They gave it a “thumbs up.”
3. <http://www.gamequarium.com/keyboarding.htm> - Students gave this site a “thumbs up.”
4. <http://typing-test.playwithyourmind.com/> - Students had some problems with this site. They completed the first level and had problems after that.
5. <http://www.bbc.co.uk/schools/typing/> - My students said this site was for beginners learning the home row, etc.
6. <http://www.typingtest.com/games/default.asp> - Students said this site was challenging but they liked it.
7. <http://www.typingtest.com/> - My students did not like this one and said after they passed level 2, they had problems with the site.
8. <http://2addicted.com/words> - Students liked to do this and pick different languages. Students liked the game with play bubbles.
9. <http://www.2addicted.com/letters> - Students liked this one and said you must choose a nickname to play.
10. <http://www.freotypinggame.net/> - Students liked this game. It gets harder as you play and gives a challenge.
11. <http://www.tcet.unt.edu/START/instruct/general/kbindex.htm> - Keyboarding resources from the Texas Applications Center for Educator Development.
12. <http://lessonplans.btskinner.com/kbideas.html> - Keyboarding games from Tonya Skinner.
13. <http://lessonplans.btskinner.com/keybrd.html> - keyboarding games and lessons from Tonya Skinner.
14. <http://www.lessonplanet.com/search?keywords=keyboarding+lesson+plans&rating=3> - This site requires you to join. I believe it is free for 10 days.
15. <http://www.tenkeytest.com/> - This site has a ten key test.