

Keyboarding Skills

Your monthly tips and tricks newsletter completed by your School Occupational Therapist (OT)!

Visit the P4C website
<https://www.partneringforchange.ca/>

Keyboarding Sub-Skills:

1. Letter recognition - knowing all letters
2. Finger isolation - moving only one finger to press the key
3. Visual scanning - finding the letter on the key board
4. Dexterity - skillful, coordinated hand movements
5. Core stability - maintaining good seated posture



Use of Technology in the Classroom for Written Output

Use of assistive technology, as an **alternative** to printing may be a suitable option for students who struggle with the various skills that are needed for printing.

Typing **practice**, doing **functional tasks** (writing letters/stories/emails) is key to developing and consolidating this skill.

The goal of typing is to **reduce the amount of mental energy** needed to produce legible written output.

Students may be better able to show their knowledge with typing, complete work in a **shorter time period**, be more **willing to participate** and produce output that is **better organized**.



Typing Practice Programs

Dance Mat Typing
Typing club
Typing.com

Alpha Attack
Keyman

Trash Typer
Desert Typing Racer



A review of typing programs can be found at <http://www.superkids.com/aweb/pages/reviews/typing/>

- Rest thumbs on space bar
- Add a visual cue (e.g. pipe cleaner) down the middle of the keyboard
- Use both hands at all times

TIPS and TRICKS



- Put stickers on the home row and fingernails to indicate starting placement
- Ensure good posture

