

JAZZ UP YOUR KEYBOARDING LESSONS

My name is Patricia Daniells and I teach Business Computer Applications 9-12 (locally developed course) at Reynolds Secondary, Greater Victoria School District (#61). I really enjoy teaching this course and I start my classes with 10 minutes of keyboarding. I use a variety of games, print materials and online resources. Here are a few of my “old school” favorites. I use theme weeks, so each week I focus on 1 of the games. Prizes can be awarded for the daily winner and on Friday, everyone gets a prize. 😊

I would like to acknowledge **Mrs. Rosemary Kelso**, retired teacher, who mentored me and I believe gave me the idea for *Newspaper Cover Up* and *Screen Blackout* sometime in 2001. I also would like to acknowledge **Mrs. Andrea Hermanson**, teacher colleague, who gave me the idea for *Keyboarding Musical Chairs*.

1. NEWSPAPER COVER UP



Materials: 1 page of text and 1 newspaper sheet per student, computer station

Method: Students are given a 1 page text to type and a sheet of newsprint. The newsprint is used to cover the students hands and keyboard. Students experience keyboarding without being able to view the keyboard.

Time: 10 minutes or less

2. SCREEN BLACK OUT SPRINTS

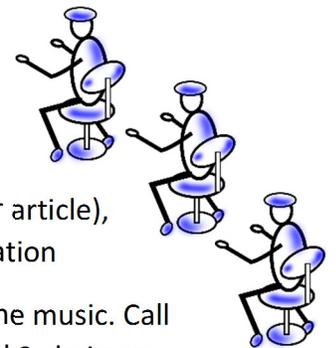


Materials: 1 page of text with 5 paragraphs, computer workstation

Method: Students turn off their monitors and type the text without being able to view the screen for 1 minute. Turn on monitor. Make corrections as necessary. Repeat 4 more times with a different paragraph each time.

Time: 1 minute per paragraph

3. KEYBOARD MUSICAL CHAIRS



Materials: 1 page of text per student (i.e. keyboarding textbook, newspaper article), instrumental music with a good beat (120 beats/minute), computer workstation

Method: Students are given text to type. Start the music for 1.5 min. Stop the music. Call out, "Move 2 chairs to the right!" Students move to the work station located 2 chairs to their right, continue keyboarding where the previous student left off. Play music for 1.5 min. Stop the music. Call out, "Move 5 chairs to the left!" Students move to the work station located 5 chairs to their left,

The game continues until someone finishes keying the text. Students return to their original workstations. They finish and proofread the text.

Time: 10 minutes or less

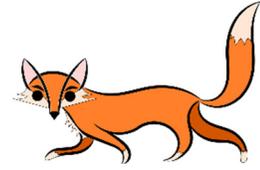
Suggested Songs: I use instrumental versions. The lyrics of a song can be distracting when students type.

Boney M – Holiday

Vengaboys – We Like to Party

Kung Vs Cookin' on 3 Burners – This Girl

4. PANGRAMS – ONE FOR EACH DAY OF THE WEEK



- The quick brown fox jumps over the lazy dog.
- Brown jars prevented the mixture from freezing too quickly.
- By the zoo I roped a moving ox that was quacking like a joyful duck.
- Watch all five questions asked by the experts amaze the judges.
- Five jumbo oxen graze quietly with packs of dogs.

Source: *Keyboard Basics. Poster. Trend Enterprises, Inc. St. Paul, MN. ISBN 978-1-58972-324-1. Permission for reproduction is limited to individuals for educational, noncommercial use.*

Method: Write one pangram on the board. Ask students to key it 10 times.

Time: 5 minutes or less

Why is this phrase special?

It is a pangram. Every letter of the alphabet is used at least once.

1. *The quick red fox jumps over the lazy brown dog.*
2. *The quick red fox jumps over the lazy brown dog.*
3. *The quick red fox jumps over the lazy brown dog.*
4. *The quick red fox jumps over the lazy brown dog.*
5. *The quick red fox jumps over the lazy brown dog.*
6. *The quick red fox jumps over the lazy brown dog.*
7. *The quick red fox jumps over the lazy brown dog.*
8. *The quick red fox jumps over the lazy brown dog.*
9. *The quick red fox jumps over the lazy brown dog.*
10. *The quick red fox jumps over the lazy brown dog.*

5. PALINDROMES

What is a palindrome?

Palindrome: a word, phrase, number, or other sequence of symbols or elements, whose meaning may be interpreted the same way in either forward or reverse direction. Famous examples include “[Amore, Roma](#)”, “[A man, a plan, a canal: Panama](#)” and “[No ‘x’ in ‘Nixon’](#)”.

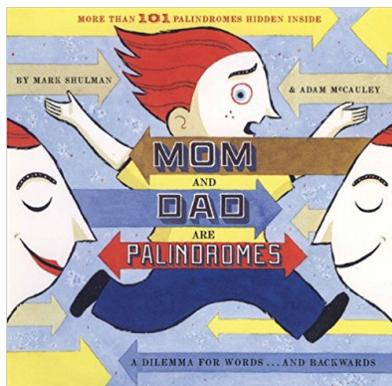
Composing literature in palindromes is an example of constrained writing. The word “palindrome” was coined from the Greek roots palin (“again”) and dromos (“way, direction”) by the English writer Ben Jonson in the 17th century.

Source: <http://www.palindromelist.net/>

Examples

- A but tuba.
- A car, a man, a maraca.
- A lad named E. Mandala
- A man, a plan, a canal: Panama.
- A man, a plan, a cat, a ham, a yak, a yam, a hat, a canal-Panama!
- A nut for a jar of tuna.
- A Santa at Nasa.
- A Toyota! Race fast, safe car! A Toyota!

Mom & Dad are Palindromes by Mark Shulman





6. FIVE MINUTE TYPES

Materials: computer workstation

Method: Students type the variety of passages below. I assign 1 passage per day.

Time: 5 minutes

Counting

One, two, three, four, five, six, seven, eight, nine, ten, eleven, twelve, thirteen, fourteen, fifteen, sixteen, seventeen, ...



Alphabet Descent - Forwards

AA
 AABB
 AABBCC
 AABBCDD
 AABBCDDEE
 AABBCDDEEFF
 AABBCDDEEFFGG
 AABBCDDEEFFGGHH
 AABBCDDEEFFGGHHII
 AABBCDDEEFFGGHHIIJJ
 AABBCDDEEFFGGHHIIJJKK
 AABBCDDEEFFGGHHIIJJKKLL
 AABBCDDEEFFGGHHIIJJKKLLMM
 AABBCDDEEFFGGHHIIJJKKLLMMNN
 AABBCDDEEFFGGHHIIJJKKLLMMNNOO
 AABBCDDEEFFGGHHIIJJKKLLMMNNOOPP
 AABBCDDEEFFGGHHIIJJKKLLMMNNOOPPQQ
 AABBCDDEEFFGGHHIIJJKKLLMMNNOOPPQQR
 AABBCDDEEFFGGHHIIJJKKLLMMNNOOPPQQRSS
 AABBCDDEEFFGGHHIIJJKKLLMMNNOOPPQQRSSTT
 AABBCDDEEFFGGHHIIJJKKLLMMNNOOPPQQRSSTTUU
 AABBCDDEEFFGGHHIIJJKKLLMMNNOOPPQQRSSTTUUVV
 AABBCDDEEFFGGHHIIJJKKLLMMNNOOPPQQRSSTTUUVVWXXYY



AABBCCDDEEFFGGHHIIJJKKLLMMNNOOPPQQRRSSTTUUVVWWXXYYZZ

Alphabet Descent – Reverse

Same as above, but reverse order!

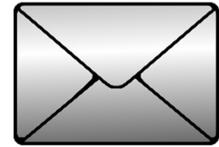
ZZ
ZZYY
ZZYYXX
ZZYYXXWW
ZZYYXXWWUU
ZZYYXXWWUUVV
ZZYYXXWWUUVVSS
ZZYYXXWWUUVVSSTT
ZZYYXXWWUUVVSSTTRR
ZZYYXXWWUUVVSSTTRRQQ
ZZYYXXWWUUVVSSTTRRQQPP
ZZYYXXWWUUVVSSTTRRQQPPOO
ZZYYXXWWUUVVSSTTRRQQPPOOMM
ZZYYXXWWUUVVSSTTRRQQPPOOMMNN
ZZYYXXWWUUVVSSTTRRQQPPOOMMNNLL
ZZYYXXWWUUVVSSTTRRQQPPOOMMNNLLKK
ZZYYXXWWUUVVSSTTRRQQPPOOMMNNLLKKJJ
ZZYYXXWWUUVVSSTTRRQQPPOOMMNNLLKKJJII
ZZYYXXWWUUVVSSTTRRQQPPOOMMNNLLKKJJIIHH
ZZYYXXWWUUVVSSTTRRQQPPOOMMNNLLKKJJIIHHGG
ZZYYXXWWUUVVSSTTRRQQPPOOMMNNLLKKJJIIHHGGFF
ZZYYXXWWUUVVSSTTRRQQPPOOMMNNLLKKJJIIHHGGFFEE
ZZYYXXWWUUVVSSTTRRQQPPOOMMNNLLKKJJIIHHGGFFEEDD
ZZYYXXWWUUVVSSTTRRQQPPOOMMNNLLKKJJIIHHGGFFEEDDCC
ZZYYXXWWUUVVSSTTRRQQPPOOMMNNLLKKJJIIHHGGFFEEDDCCBB
ZZYYXXWWUUVVSSTTRRQQPPOOMMNNLLKKJJIIHHGGFFEEDDCCBAA



Phonetic Alphabet

(This exercise is also a good review of creating tables in Word – adjust column widths, center, design>table styles, remove header row .)

A	Alpha
B	Bravo
C	Charlie
D	Delta
E	Echo
F	Foxtrot
G	Golf
H	Hotel
I	India
J	Juliette
K	Kilo
L	Lima
M	Mike
N	November
O	Oscar
P	Papa
Q	Quebec
R	Romeo
S	Sierra
T	Tango
U	Uniform
V	Victor
W	Whiskey
X	Xray
Y	Yankee
Z	Zulu



- Ex. Your postal code using call letters:
V8P 3H9 Victor 8 Papa 3 Hotel 9
- Ex. Your name using call letters:
Daniells Delta Alpha November India Echo Lima Lima Sierra
- In a business context, when would you use call letters?
Communicating postal codes, names, spelling of uncommon words while on the telephone.

Alphabet Atlas

Method: students key countries of the world, starting with A and ending with Z.

Example: Afghanistan, Brazil, Canada, Denmark, England, France, Germany, Holland, India, Jamaica, Kenya, L, Madagascar, Nicaragua, Oman, Portugal, Qatar, Russia, Sweden, Tunisia, Uganda, Venezuela, **NO W**, **NO X**, Yemen, Zimbabwe



First Name Alphabet

Method: students key first names, starting with A and ending with Z. Students are to use names of classmates wherever possible. This is a good one to do in the first week of class.

Example: Anna, Betty, Charlie, Diane, Elliot, Finn, Gloria, Henry, Isabella, Jack, Ken, Leonard, Millicent, Nancy, Oliver, Phoebe, Quinn, Robert, Sam, Tim, Umberto, Victor, William, Xavier, Yolanda, Zachary



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