

Games Keyboarding Teachers Play

This book is dedicated to keyboarding and typing teachers everywhere!
For it is you who teach our students the most important computer skill
they will ever learn—the ability to type!

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GAMES KEYBOARDING TEACHERS PLAY

A Collection of Creative
Games, Activities and
Instructional Strategies to Liven
Any Keyboarding Classroom

Michael Gecawich

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INTRODUCTION

Before there were computers, the Internet, wireless mice and multimedia, there was the typewriter. A machine that once dominated the typewritten document world, has now found a place to settle collecting dust and cobwebs in garages, school storage closets and trash dumpsters. Yet, from this prehistoric invention, a skill was born that today remains unchanged. Of course, that skill is keyboarding.

The ability to type with swift speed and precision accuracy undoubtadley remains the most fundamental and important computer skill a person can possess.

The games, activities and strategies presented in this book will add a new dimension to how to teach and to how to learn keyboarding. One of the biggest challenges a keyboarding teacher faces is taking the day-to-day monotony out of learning how to type. Not to worry. The ideas in this book will spark new energy and spirit in your classroom. The games and activities have been carefully selected to offer students a variety of methods in which to learn. From snowflakes to fortune cookies, students will be creatively challenged to improve their keyboarding speed and accuracy skills.

So sit back in your teacher's desk and get ready to be inspired like you've never been before—here comes *Games Keyboarding Teachers Play!*

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SONG LYRICS BREAK UP THE MONOTONY



Objective:

To provide students with a break from keyboarding textbook drills.

Procedure:

Sometimes it can be monotonous for students to continually key in assignments from word processing or keyboarding textbooks. To break up the routine in keyboarding or word processing classes, have your students type the lyrics of popular songs.

Here's how it works:

1. Obtain copies of a variety of song lyrics and then pass them out to your students. You can find a host of downloadable song lyrics online at <http://www.lyricsworld.com/>. This Web site contains a searchable database that provides the lyrics to thousands of popular songs.
2. Instruct the students to key in the lyrics.
3. Have your students print their songs and compare them for accuracy to the original song.

Materials Needed:

A variety of song lyrics printed out and then provided to students as handouts.

Time Required:

Approximately one class period.

Contributor:

Larry Luehrs, Business Technology Teacher, Kahuku High School,
Kahuku, HI



CHRISTMAS KEYBOARDING PROJECT



Objectives:

To provide students with a hands-on experience in writing and typing response letters.

To enhance the ability of students to work under pressure in order to meet a deadline.

To create interdepartmental and interschool relations that benefits all involved.

This is a “feel-good” project that not only teaches but also engenders goodwill within the community.

Procedure:

At the beginning of the school year explain to your students that they will be acting as Santa’s helpers by responding to the letters the local elementary school children write to Santa. Your students will be responsible for composing and sending return letters to these children. Inform them that in order to participate in this project, they will need to master typing a business letter and an envelope by the end of November.

During the Christmas season, students from the local elementary schools (this can be broadened to a larger area, if desired) write letters to Santa. Their teachers collect this “mail” and forward it via interschool mail to the participating keyboarding classes.

The resources and talents of various groups within your school will be utilized. The Arts and Graphics departments are responsible for designing the Santa stationery. The English and Business departments are responsible for composing the return letters from Santa. This group effort ensures that every child receives a personal letter from Santa.

Our contributor, Jeanne Ryan, of Westfield, Massachusetts, writes enthusiastically of her school’s success. “Once the project is known, letters from former city residents who live as far away as California and Florida are sent to the school for personalized answers.” She goes on to say, “Many of these students remember the excitement of receiving their own letters when they were little children themselves, and that memory gives them the motivation to type as many letters as they possibly can.” Ryan notes that over 1,500 letters to Santa are answered in just a two-week period.



Variation: If desired, the local post office can also be enlisted to help. Any “letters to Santa” that arrive at the post office can be directed to the Business department for inclusion in the project.

Note: Prior to conducting this project, seek approval from your school administrator.

Materials Needed:

Computer and printer.

Time Required:

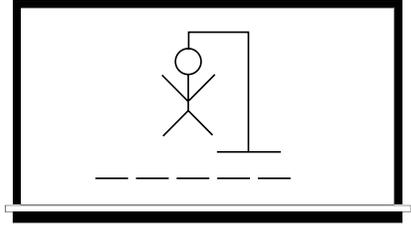
This is a long-term project that ideally begins at the start of the school year and extends until the week before Christmas vacation.

Contributor:

Jeanne Ryan, Business Educator, Westfield High School, Westfield, MA



KEYBOARDING HANGMAN



Objectives:

To provide students with practice in remembering proper finger placement on the keyboard.

Also serves as an excellent reinforcement activity.

Procedure:

Keyboarding hangman takes its name from the familiar guessing game “Hangman.” It facilitates the student’s remembering which finger corresponds to which letter on the keyboard.

Here’s how to play:

Keyboarding hangman is played in the same manner as traditional hangman with the following addition: when a student gives a letter to be used in the puzzle, he must also say what finger strikes that letter. Example: If Joshua wants to guess the letter Q, he would say “Q, left pinkie,” or if Tiffany wants to guess the letter M, she would say “M, right pointer finger.” Don’t forget to establish what body parts are needed to complete the “man” prior to starting the game.

Keyboarding hangman offers a fun alternative to a regular typing lesson and serves as a very effective finger placement reinforcement activity.

Materials Needed:

Chalkboard.

Time Required:

One fifty minute class period.

Contributor:

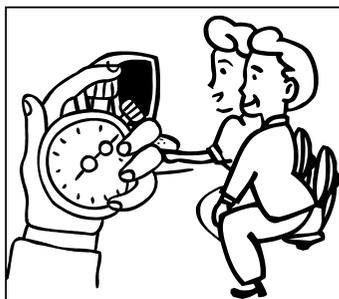
Kathleen Cornelison, Business Educator, Jefferson Middle School,
Jefferson, WI



TEAM KEYBOARDING

Objective:

To let students have fun working in a team environment while stressing the importance of typing accuracy and speed.



Procedure:

Turn your keyboarding class into an exciting keyboarding competition by playing team keyboarding.

Here's how to play:

1. Divide your students into groups of four.
2. Provide each group with the text you have preselected.
3. Inform the groups that each student in the group will be typing for one minute each.
4. Using a timer, start the first student in each group. Stop after one minute has elapsed.
5. Then, the next student gets ready to start where the previous student finished. Start the timer for the second student.
6. The process continues until all four students have typed. If there are only three students in a group, have one of the three type twice.
7. The students print and circle their errors.

Keeping score: The group that types the furthest and has the least number of errors wins. Candy can be given to the winning team.

Variation: Same as above but don't stop the timer when the students change.

Materials Needed:

One computer or typewriter for every group of four students, candy (optional), timer, typing textbook or article of text that contains at least one page of appropriate typing material.



Time Required:

One class period.

Contributor:

Janice Shuffield, Business Teacher, Marcus High School, Flower Mound, TX

