# Typing Checklist

Student Name:

Grade:

Device Used:

Accessibility Accommodations:

Mark the level using I = Introduced, P = making Progress, M = Mastered.

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| --- | --- | --- |
| **Typing Skill** | **Level** | **Date** |
| 1. Name 4 parts of the computer |  |  |
| 1. Touch Type (with looking) letters in first name |  |  |
| 1. Touch Type (with looking) letters in first and last name |  |  |
| 1. Touch Type (with looking) letters of the alphabet, in order |  |  |
| 1. Demonstrate use of the “delete” key to erase letters or words |  |  |
| 1. Demonstrate use of the “shift” key to make a capital letter |  |  |
| 1. Demonstrate the use of the “return” key when typing a list of words or sentences |  |  |
| 1. Utilize basic functions: open, close, save and print |  |  |
| 1. Utilize basic editing and formatting functions: copy, paste, cut, bold, underline, change font size |  |  |
| 1. Use touch typing skills (not looking) to copy string of home row characters |  |  |
| 1. Use Touch Typing skills (not looking) to type bottom row keys |  |  |
| 1. Use Touch Typing skills (not looking) to type top row letter keys |  |  |
| 1. Use Touch Typing skills (not looking) to type all letters of the alphabet in order |  |  |
| 1. Use Touch Typing skills (not looking) to type vocabulary words |  |  |
| 1. Use Touch Typing skills (not looking) to type top row characters (number row) |  |  |