**7th Grade Digitools Requirements**

**Typing.com Username \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Password\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Adjusted Speed of 25 wpm and 95% Accuracy

* + beginner
  + J, F, and Space
  + U, R, and K Keys
  + D, E, and I Keys
  + C, G, and N Keys
  + Beginner Review 1
  + T, S, and L Keys
  + O, B, and A Keys
  + V, H, and M Keys
  + Period and Comma
  + Beginner Review 2
  + W, X, and ; Keys
  + Q, Y, and P Keys
  + Z and Enter Keys
  + Beginner Wrap Up

Adjusted Typing Speed 25 wpm and 90% Accuracy

* + intermediate
  + Common English Words
  + Easy Home Row Words
  + Easy Top Row Words
  + Easy Bottom Row Words
  + Shift Key & Capitalization
  + Sentences
  + Speed Drills
  + Basic Punctuation
  + Paragraphs
  + Advanced Punctuation
  + Intermediate Wrap Up

Adjusted Typing Speed 15 wpm and 95% Accuracy

* + advanced
  + Skill Builder Drills
  + Numbers Letters Numbers
  + Jokes and Laughs
  + Accuracy Drills
  + Nitro Type Content
  + Advanced Symbols
  + Numeric Keypad
  + Common Medical Terms
  + Advanced Wrap Up

Must complete the section in order and with proper technique – majority of 1st semester grade is on the evaluation of these elements:

1. Back straight and feet flat on floor
2. Keyboards covered with fingers resting on homerow – limited to no use of backspace key
3. Arms not resting on the keyboard or the desk – elbows at 90° angle
4. Eyes are to remain on the document typing – DO NOT look at keys
5. Fingers strike proper keys in a good typing rhythm

It is important to remember in the learning stag we are working on accuracy before speed and then will develop speed when we have developed accuracy. Much like baseball pitchers must be accurate before they can throw fast you must be able to type without errors before speed. Take your time and learn the keys!!

* + practice
  + Dvorak (Part 1)
  + Dvorak (Part 2)
  + Dvorak (Part 3)
  + Keyboard Quadrants
  + The Keys Are Falling
  + Numeric Keypad / 10 Key
  + Alpha Data Entry
  + Alphanumeric Data Entry
  + Interesting Facts
  + Strange Laws
  + Paragraph Practice

Other required elements: Typing Proper Letter, Memo, and Reports (Unbound and Bound)

Semester 1 Exam: Typing technique, Typing speed of 20 wpm and correctness of typing multiple paragraphs in a 45 min time frame

Semester 2 Exam: Typing technique, Typing speed of 25 wpm and proper format of Letter, Memo, and Academic Report