

# Keyboarding Online

## Real Skills!

*“Keyboarding is now one of the fundamental life skills for today’s technological age; thus, it is important for all students. Keyboarding can best be described as (1) a computer literacy tool, (2) a communication tool, and (3) a productivity tool.”*

(Keyboarding Strategies Guide, NBEA, Pg. 1)

- I. Why teach keyboarding?
- II. When should keyboarding be taught?
- III. How do I motivate keyboarding students?
  - Nickel test
- IV. Advantages and disadvantages of web based software?
- V. How to stop “**Hunting and Pecking**”, even when the art has been perfected!



# Why teach keyboarding -

## *The keyboard will be obsolete?*

**Voice recognition will render the keyboard obsolete in 10 years?**  
(Statement by a presenter at a state conference in 2002)

### Assumptions

1. Voice recognition has matured into the perfect product and has become 'Star Trek' like.
2. No problems recognizing accents, slurred speech, speech when you are sick, speech from different parts of the country, or sounds that people sometimes mis-articulate (just ask a Speech-Language pathologist).
3. No training needed, it instantly recognizes the speech characteristics of any person that sits down at any given computer.
4. It is found everywhere and on every computer.
5. Voice recognition software has mastered short-cuts and enhancements that make speaking faster than typing (think web browsing and data entry).

### Problems

1. Privacy, Security, & Confidentiality
  - Office/Lab/Classroom
2. Multitasking
  - Call center, dispatch, office
3. Social etiquette
  - Office, email stations, crowds



# Why teach keyboarding -

## Is keyboarding important?

### In a word: **PRODUCTIVITY**

#### Productivity:

The means by which American workers compete effectively in an increasingly global marketplace of labor, while at the same time commanding higher wages and benefits than their foreign rivals.

*“U.S. manufacturers responded to their global challenge by largely abandoning commodity products and improving quality. For American service workers to hang on to their jobs, they will have to make similar changes. Barry P. Bosworth, a senior fellow in economic studies at the Brookings Institution, points out that the fastest-growing service fields are the engineering and management of computerized sales and supply systems. To shine in those careers, he says, workers have to master at least four skills: computer literacy, **typing**, an understanding of how complex organizations work, and the ability to deal with people (either in person or electronically). Yet despite the fact that services account for 80 percent of private-sector employment, how many high schools **require courses in typing**, computer science, operations research, and interpersonal relations? Talk about productivity: If critics want to be truly effective at keeping jobs at home, they should stop scolding businesses and start crusading for better education reform.”*

Barry P. Bosworth, Senior Fellow - Economics Studies, Brookings Institution

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**A More Productive Outsourcing Debate**

By Daniel Altman, May 2004 Issue

**Creators of CARNEGIE**

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Listen to Lou Dobbs or John Kerry and you could easily get the impression that the outsourcing of white-collar jobs is just another form of corporate treachery. But the fact is, the service workforce was long overdue for a collision with global competition, and complaining won't make it go away. The real question is what to do about it.

Fifty years ago, a typical service-sector worker produced about \$20,000 worth of output (in 2000 dollars). The average worker in a goods-producing industry, like manufacturing or construction, was responsible for only slightly more revenue, about \$48,000. Today, the service worker's output has risen by 47 percent, to just over \$54,000. But the average output for a goods-producing worker has shot up over 330 percent, to more than \$207,000.

There are a number of reasons service productivity didn't keep up, but the lack of international competition is probably the most important. The global market for manufactured goods has been a battlefield for decades. American manufacturers found they could dramatically cut costs by importing, say, Korean steel or Taiwanese memory chips. U.S. steel mills and semiconductor fabs, in turn, had to become drastically more productive or go under.

Meanwhile, international trade in services remains relatively closed. Companies in heavily regulated fields like household insurance and telecommunications generally needn't worry about foreign rivals. Nor, until recently, did they have to wonder whether local competitors might steal an advantage with cheap imported parts. After all, how do you source components abroad for, say, investment advice or home health care?

But even if they won't import components, service companies can bring in cheap labor (or export expensive jobs, depending on how you look at it). And it should come as no surprise that they began to do so as soon as telecommunications technology made it possible. Offshoring creates a new kind of global competitor, one that pits workforce against workforce, rather than product against product. But global competition will have the same effect on services that it did on manufacturing: It'll make American companies leaner and meaner.

U.S. manufacturers responded to their global challenge by largely abandoning commodity products and improving quality. For American service workers to hang on to their jobs, they will have to make similar changes. Barry P. Bosworth, a senior fellow in economic studies at the Brookings Institution, points out that the fastest-growing service fields are the engineering and management of computerized sales and supply systems. To shine in those careers, he says, workers have to master at least four skills: computer literacy, typing, an understanding of how complex organizations work, and the ability to deal with people (either in person or electronically). Yet despite the fact that services account for 80 percent of private-sector employment, how many high schools require courses in typing, computer science, operations research, and interpersonal relations? Talk about productivity: If critics want to be truly effective at keeping jobs at home, they should stop scolding businesses and start crusading for better education reform.

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**Keyboarding Online**  
.com



# When should keyboarding be taught?

## General consensus is grade 3 or 4

- Ellsworth Publishing Co. (Keyboarding Online) experience with 1000's of elementary schools
- Keyboarding Strategies Guide, NBEA © 2006
- Grades 1 & 2 early awareness

## Considerations for teaching keyboarding

- Teachers should be trained and motivated to impress proper keyboarding skills.
- Attention span
- Can keys be manipulated effectively:
  - Finger dexterity, fine motor skills, muscle control, hand-eye coordination
- Motivation and need
- Maturity
- Individualize to student learning level.

## Frequent and consistent reinforcement

- Repetition skill, muscle memory, kinesthetic/tactile learning
- Frequency is more important than long extended periods
  - 3-4 x 15-20 minute sessions is far better 1 x 60 min session
  - Elementary grades: Practice no more than 20 minutes.
  - Higher grades can practice much longer, entire class period.



# Motivate & Implement

## Motivate

- “What if I told you that you could create things on the computer better and faster than you do now? This quarter you get to improve your skills so you can do just that!”
- We start with asking, “Why are we doing this?” Students share examples of people they know who can type well and we brainstorm why and when that is a beneficial skill.
- Students appreciate the opportunity to show growth. Keyboarding online time is for training your brain correctly. No pressure to get an assignment done quickly and resort to bad habits. Practice it correctly with no judgment and you WILL improve!

## Implement

- Students work for 10-15 minutes each day for a 9 week quarter class. The daily, consistent practice is key to improvement. Growth is amazing. Most kids double or triple their starting score. The course entry is a low pressure way to get their current score and use this as their starting place.
- Students are able to be self-directed and work at their own pace. The first activity they do when they come into the classroom is Keyboarding online. They start at their own level and move through the lessons from there.
- Students are able to access from home for continued practice or for students who are absent.

## Nickel Test



# Why use web based software?



## Advantages

- Location
- Platform
- Updates/New Features
- Data Security
- Learning Flexibility
- Support/Installation

## Disadvantages

- Internet access
- Access control
- Bandwidth restrictions
- Cost?





# How to stop Hunting & Pecking!

*"the Holy Grail of keyboarding"*

## 100% Effective

- Demo Keyboarding Online feature
  1. Blackout timing screen
  2. Timer time out
- These two features absolutely break hunting & pecking!



# The End!

## Freebies for attendees

- Keyboarding Poster Packet (3 posters)
- No Pecking mouse pad
- No Pecking stickers
- 60 day free trial to KeyboardingOnline.com
- Attendee drawing for gift cards



The graphic shows a 'POSTER PACKET' from KeyboardingOnline.com. It includes three posters: 1) 'NO PECKING! Learn The Right Way' with a cartoon chicken, 2) 'CUTTING EDGE INTERNET BASED KEYBOARDING' with a keyboard, and 3) 'THE SECRET TO Successful Keyboarding Skills' with a list of tips. Below the posters, it says 'FREE 60 Day Trial' and provides contact information for KeyboardingOnline.com.

KeyboardingOnline.com

## POSTER PACKET

Packet includes three (3) color keyboarding posters:

- 1
- 2
- 3

1) No Pecking Poster (humor poster to encourage correct technique)  
2) Keyboard Wall Chart  
3) S.E.C.R.E.T. Poster (review of good posture and technique)

**FREE 60 Day Trial**

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# We Stop Hunting & Pecking!

*"the Holy Grail of keyboarding"*



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