ASK 8

**Unit Outline: Keyboarding & Posture**

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| Lesson # | Date | Content | Homework |
| 1 | Mar.3rd | * Introduction to keyboarding * Lesson on the right posture |  |
| 2 | Mar.5th | * Introduction to Posture Project * Lesson on how to use Word Doc |  |
| 3 | Mar.7th | * Lesson on how to use PowerPoint | Due : Posture Project Part A |
| 4 | Mar.11th | * Last day to work on Posture Project | Due: Posture Project Part B |
| 5 | Mar.13th | * Presentations |  |

**Posture Project**

The Posture Project includes two parts:

Part A: Creating an instruction manual for keyboarding on MS Word Document.

Part B: Creating a PowerPoint Presentation for keyboarding.

\*The project can be done individually, or in pairs.

**Part A:**

Create an instruction manual for keyboarding. Explain in the manual what the right posture is and what the wrong posture is. At least two pictures should be included in the manual: one for the correct posture, and one for the wrong posture. The length manual should be about a page, including the pictures.

* Explanation of what the right posture is (10 marks)
* Warning of what not to do when typing (10 marks)
* One picture of right posture (5 marks)
* One picture of wrong posture (5 marks)

**Total: 30 marks**

Part B:

Create a PowerPoint presentation of the correct keyboarding posture. All the information on your instruction manual should be on the PowerPoint. Minimum of 5 slides required.

* Includes all the content in part A (10 marks)
* Organization and layout (5 marks)
* Minimum of 5 slides (5 marks)

**Total: 20 marks**