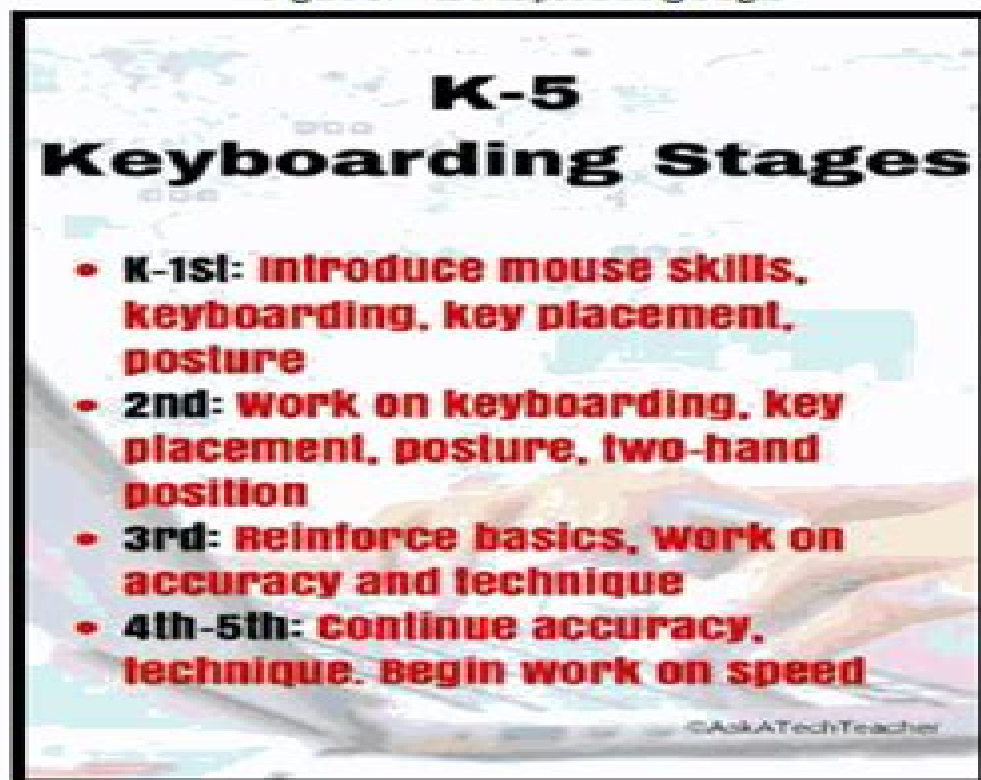


Figure 39—K-5 Keyboarding Stages



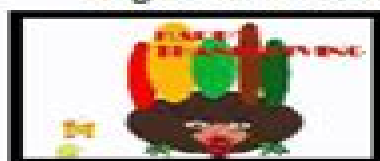
K-5 Keyboarding Stages

- **K-1st: introduce mouse skills, keyboarding, key placement, posture**
- **2nd: work on keyboarding, key placement, posture, two-hand position**
- **3rd: Reinforce basics, work on accuracy and technique**
- **4th-5th: Continue accuracy, technique. Begin work on speed**

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_____ You will complete many projects this year that require pre-keyboarding (Figures 40a-d):

Figure 40a-d—Kindergarten projects



_____ A keyboard has letter and non-letter keys. There are fifteen critical non-letter keys (Figure 41)—you'll only cover three in kindergarten:

- *enter—for log-on and if double-click doesn't work*
- *backspace—to fix a mistake in typing*
- *spacebar—to put a space between words, after commas and periods*

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1. Understanding the eBook Pkg 5 Crp Dec A Wab Wkbk 99 Ed
 - The Rise of Digital Reading Pkg 5 Crp Dec A Wab Wkbk 99 Ed
 - Advantages of eBooks Over Traditional Books
2. Identifying Pkg 5 Crp Dec A Wab Wkbk 99 Ed
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Pkg 5 Crp Dec A Wab Wkbk 99 Ed
 - User-Friendly Interface
4. Exploring eBook Recommendations from Pkg 5 Crp Dec A Wab Wkbk 99 Ed

- Personalized Recommendations
 - Pkg 5 Crp Dec A Wab Wkbk 99 Ed User Reviews and Ratings
 - Pkg 5 Crp Dec A Wab Wkbk 99 Ed and Bestseller Lists
5. Accessing Pkg 5 Crp Dec A Wab Wkbk 99 Ed Free and Paid eBooks
- Pkg 5 Crp Dec A Wab Wkbk 99 Ed Public Domain eBooks
 - Pkg 5 Crp Dec A Wab Wkbk 99 Ed eBook Subscription Services
 - Pkg 5 Crp Dec A Wab Wkbk 99 Ed Budget-Friendly Options
6. Navigating Pkg 5 Crp Dec A Wab Wkbk 99 Ed eBook Formats
- ePub, PDF, MOBI, and More
 - Pkg 5 Crp Dec A Wab Wkbk 99 Ed Compatibility with Devices
 - Pkg 5 Crp Dec A Wab Wkbk 99 Ed Enhanced eBook Features
7. Enhancing Your Reading Experience
- Adjustable Fonts and Text Sizes of Pkg 5 Crp Dec A Wab Wkbk 99 Ed
 - Highlighting and Note-Taking Pkg 5 Crp Dec A Wab Wkbk 99 Ed
 - Interactive Elements Pkg 5 Crp Dec A Wab Wkbk 99 Ed
8. Staying Engaged with Pkg 5 Crp Dec A Wab Wkbk 99 Ed
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 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Pkg 5 Crp Dec A Wab Wkbk 99 Ed
9. Balancing eBooks and Physical Books Pkg 5 Crp Dec A Wab Wkbk 99 Ed
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 - Creating a Diverse Reading Collection Pkg 5 Crp Dec A Wab Wkbk 99 Ed
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- Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
11. Cultivating a Reading Routine Pkg 5 Crp Dec A Wab Wkbk 99 Ed
- Setting Reading Goals Pkg 5 Crp Dec A Wab Wkbk 99 Ed
 - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Pkg 5 Crp Dec A Wab Wkbk 99 Ed

- Fact-Checking eBook Content of Pkg 5 Crp Dec A Wab Wkbk 99 Ed
- Distinguishing Credible Sources

13. Promoting Lifelong Learning

- Utilizing eBooks for Skill Development
- Exploring Educational eBooks

14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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