



*New Keys review  
Lessons 1.1-1.12*

## **Rotation #14**

### **Goals**

- Demonstrate correct posture and position and correct touch-system technique for a s d f h j k l ; h e o m r i t n c . w , g v, right shift, b, u, left shift, space bar enter keys q, /. New Keys: ‘ “ We will work on accuracy, and strengthen reaches to third, home, and bottom rows.
- Demonstrate how to create, edit and format a spreadsheet using Ms Excel
- Demonstrate the ability to: identify spreadsheet parts, enter data, select cells and format and edit data.
- Spreadsheets 1-3

Standards: 1.12, 1.13, 1.15, W. 5.9, W.5.13. S.1.5