

Workplace Readiness Skills for the Commonwealth Grades 9 – 10 Home

Technology Knowledge and Skills

19. **Information Technology:** Uses computers, file management techniques, and software/programs effectively

Objective: Student will practice keyboarding techniques on the personal computer.

Activities:

1. Using keyboarding skills acquired at school or through a tutorial at home, your son/daughter will compose a letter to peer or family member.
2. Son/daughter will organize files on home computer using techniques learned in class or at home.