# Alphabet and Number Recognition on the Keyboard

<table>
<thead>
<tr>
<th>Grade Level: Kindergarten or First Grade</th>
<th>Content Area: Language arts, math, technology</th>
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<tbody>
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<td>Created by: Crystal Nieslanik and Rebecca Roesener</td>
<td>Duration: 5 to 10 minutes (should be repeated throughout the year)</td>
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</tbody>
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**Overview:**
Students will learn/demonstrate number and letter recognition while pointing to the numbers and letters on a keyboard using the correct finger. This lesson includes recognition of right/left, letters, and numbers, as well as the computer keyboard. It also helps students begin to train their fingers to work independently (pre-keyboarding skills).

**Learning Outcomes** (Curriculum and Technology)

**Language Arts**
- The learner will:
  - correctly identify the letters of the alphabet and their corresponding sounds when asked to locate specific letters on the computer keyboard.
  - spell correctly name or grade-appropriate high-frequency words

**Math**
- The learner will:
  - read, write, compare, and order whole numbers to 100
  - correctly identify right and left hands

**Technology**
- The learner will:
  - P: identify home row keys on the keyboard
  - P: develop informal keyboarding skills by using letter/number keys
  - P: use upper and lower case letters and numbers

**Also:**
- P: follow computer lab/classroom procedures for obtaining assistance when experiencing a problem with software/hardware (e.g. stay in seat, quietly raise hand)
- P: Demonstrate proper use and care of computer station
- P: Follow established computer lab/classroom rules for behavioral expectations

**Vocabulary**
- Keyboard, home row keys

**Materials:**
- Computer lab, large poster of keyboard for demonstration
- Any software with which students can type text (Word, KidPix, or whatever you are most comfortable with)
- Opt.: Desk mats with computer keyboard printed on them

**Procedure**
1. Before you begin, if you want the student to type the letters and numbers, have students open Microsoft Word (or whatever program you find easiest to use for typing text).
Note: this lesson can be done without even turning on the computer since the main focus is to have students identify letters and numbers. It can also be done in the classroom on desk mats that have a computer keyboard printed on them.

2. Ask students to hold up their left pinky finger. Then ask them to keep that pinky finger ready (“Don’t put it away!”) Then ask students to find the letter “A” on the computer keyboard. Ask them point to (and push down, if you are having the students actually type) the “A” key with that left pinky finger. Demonstrate this on a large poster of a keyboard. Continue on with the letters of the alphabet, asking the students to find and point to each letter and number you say using the correct keyboarding finger.

Note: Use the term “home row keys” with the students as appropriate, but you do NOT need to require students to keep their fingers on the home row keys. This is a pre-keyboarding lesson.

Note: You can dictate the letters in order through the alphabet, or you can dictate words (“C-A-T-space”) to have them practice hitting the space bar with their thumbs.

3. Repeat this lesson as appropriate for five or ten minutes at the beginning of your time in the computer lab throughout the year. Consider dictating the following words/digits (letter-by-letter):
   - spelling words (ask students to press the “Enter” (or “Return”) key with their right pinky finger after each word)
   - students’ names (good place to teach how to type upper case letters)
   - your name (include the period if you are a Mr. or Mrs.)
   - the name of your school
   - the name of your principal
   - the current month of the year
   - the current season of the year

4. To differentiate: students who are ready can begin to use home row position and type the letters you dictate, keeping the other fingers on the home row keys to the best of their ability.

**Assessment:** (Curriculum and Technology)

**Language Arts**
- After you have asked the students to locate an appropriate number of letters and digits, ask the students to put their hands high up in the air and wiggle their fingers after so much hard work (or put their hands in their laps or sit on their hands) while you come around to check to see if they have typed the correct letters. Opt: Have students save or print what they have done if you want a hard copy of their letter mastery.

**Technology**
- Observe students locating letters on keyboard to determine if they are attempting to use the correct finger to point to and push keys on the keyboard.

**Extension Activities: (Optional)**

Later in the year, before you begin dictating letters and numbers, have students type the date on their page. Then have them save what they have done. The next time you come to the lab, have the students open the document, add today’s date, and begin typing the dictated letters and numbers. In this way students will have a running record of the letters and digits they have correctly identified.