At Junior Certificate level the student can:

**Use the computer keyboard for basic keyboarding and data input**

**Learning Targets** - This has been demonstrated by your ability to:

1. Read all letters, figures, symbols and punctuation marks on the keyboard
2. Identify service keys and operational parts
3. Recognise the important words which refer to the keyboard
4. Be able to locate all letters, figures, symbols and punctuation keys
5. Control home keys
6. Key in practice work
7. Proofread, spell-check and correct work
8. Key in a letter and lay it out correctly
9. Key in a short text and lay it out correctly
10. Manipulate all keys needed

**Refer also to:** English, Science, History, Geography, Environmental and Social Studies, Civic Social and Political Education