

Typing Assessment

Name:

Device Used:

Accessibility Accommodations (if applicable):

Mark the level using I = Introduced, P = making Progress, M = Mastered.

Typing Skill	Level	Date
1. Name 4 parts of the computer		
2. Touch Type (with looking) letters in first name		
3. Touch Type (with looking) letters in first and last name		
4. Touch Type (with looking) letters of the alphabet, in order		
5. Demonstrate use of the "delete" key to erase letters or words		
6. Demonstrate use of the "shift" key to make a capital letter		
7. Demonstrate the use of the "return" key when typing a list of words or sentences		
8. Utilize basic functions: open, close, save and print		
9. Utilize basic editing and formatting functions: copy, paste, cut, bold, underline, change font size		
10. Use touch typing skills (not looking) to copy string of home row characters		
11. Use Touch Typing skills (not looking) to type bottom row keys		
12. Use Touch Typing skills (not looking) to type top row letter keys		
13. Use Touch Typing skills (not looking) to type all letters of the alphabet in order		
14. Use Touch Typing skills (not looking) to type vocabulary words		
15. Use Touch Typing skills (not looking) to type top row characters (number row)		