

5th Grade Written-Language Production Standards	1st Q	2nd Q	3rd Q	4th Q
Shading indicates standards for instruction each quarter				
Handwriting Standards				
Form and Production				
HW.5.2 Maintain legibility in manuscript writing.				
HW.5.3 Maintain legibility in cursive.				
Writing Application				
HW.5.4 Know and apply grade-level handwriting skills.				
a. Choose handwriting or keyboarding as appropriate for the task and audience.				
Keyboarding Standards				
Production				
KB.5.1 Maintain and incorporate previously learned keyboarding skills.				
KB.5.2 Demonstrate an understanding of spacing choices in electronic text.				
a. Understand and create superscript and subscript text.				
b. Understand paragraph spacing (single-spaced, double-spaced) and spacing between lines of a paragraph (leading).				
c. Understand paragraph justification and use the paragraph justification menu.				
Word Processing				
KB.5.3 Know and apply grade-level keyboarding skills.				
a. Type most words and sentences without looking at the keyboard.				
b. Use numeric keypad for entry of numbers as appropriate for the task.				
c. Access function keys as needed in software applications.				
d. Type at least two pages in a single setting.				
KB.5.4 Demonstrate knowledge of advanced word processing skills to produce written text.				
a. Electronically edit a previously saved document.				
b. Use common keyboard shortcuts (e.g., CTRL + c to copy, CTRL + z to cut, CTRL + v to paste).				
c. Navigate to save a file to removable media (flash drive, CD-ROM).				
d. Demonstrate efficient text editing (copy and paste, highlight and move, keystrokes) techniques.				
e. Insert tables into documents.				