



First Grade Technology Skills

Career Technology Skills

- Identify the computer as a machine that helps people work and play.
- Identify, discuss the use of technology to communicate (computers, cell phones, digital cameras) at school and home.

Ethics and Legal issues

- Recognize ownership of own work. Recognize and show respect for computer equipment and property of others.

Keyboard Skills

- Demonstrate the ability to login to the LAN, access and exit software and log off.
- Distinguish between hardware and software components. (Keyboard, mouse, printers, Microsoft Word, Microsoft Publisher, Internet Explorer)
- Identify, discuss and use basic software terms (file, open, close, menu bar, scroll, cursor, save and print)
- Demonstrate the ability to understand the difference between different icons and what the desktop is.
- Introduction to keyboarding (letter and number location).
- Locate punctuation marks (.,!,?), symbols (+,-,+).

Internet Skills

- Access and navigate bookmarked sites using basic commands (forward, back, home and hypertext).
- Understand that computers can be used to visit far-off places and learn new things.
- Use teacher-selected Internet resources/ information to identify, discuss and chart elements that make an online resource useful, appropriate, and safe as a class. (example, Discovery.com, National Geographic.com)

Internet Research Skills

- Explain how to search to gain information using search engines.



Computer Safety

- Define community and cyber community.
- Students should always have adult assistance when using the internet.
- Introduce FBI Internet Safety tips: Never give out personal information, never write someone who has made you feel uncomfortable, never meet or visit with someone without your parent's permission, tell an adult if you read anything on the Internet that makes you feel uncomfortable, people online may not be who they say they are.

Word processing Skills

- Demonstrate the ability to use space bar between words.
- Demonstrate the ability to input text and use word wrap features.
- Demonstrate the ability to use the shift and caps locks keys.
- Demonstrate the ability to identify a menu and select an option from the menu. (open a new document)
- Demonstrate the ability to insert and delete text.
- Demonstrate the ability to save a document and where to save a document..
- Demonstrate the ability to print a document.
- Demonstrate the ability to locate and use the scroll bars.
- Demonstrate the ability to add simple graphics to a project.
- Demonstrate the ability to resize and or reposition pictures/ clip art.
- Demonstrate the ability to use "undo" an action.
- Demonstrate the ability to publish greeting cards, poster board, invitations and thank you notes.
- Demonstrate the ability to use the copy and paste features.



Second Grade Technology Skills

Career and Technology skills

- Identify, and discuss the uses of digital technology in the community (bar code scanners, hand held devices, cell phones, flash drives, iPods, MP3 players, GPS, digital cameras).

Database Skills

- Identify and discuss print and electronic databases (phone book, anywho.com, encyclopedias, Encarta.com, Dictionaries and Dictionary.com)
- Identify and discuss terms: sort, search, and keyword using electronic databases. (Yahoo, Google, Encarta, Dictionary)

Ethics and Legal Issues

- Identify the work of others as “Property”
- Identify good cyber community rules: do not lie, cheat or steal, do not hurt others by your work, ask an adult if you need help.

Keyboard Skills

- Demonstrate the ability to login to the LAN, access and exit software and log off.
- Distinguish between hardware and software components. (Keyboard, mouse, printers, Microsoft Word, Microsoft Publisher, Microsoft PowerPoint, Internet Explorer)
- Identify, discuss and use basic software terms (file, open, close, menu bar, scroll, cursor, save and print)
- Demonstrate the ability to understand the difference between different icons and what the desktop is.
- Greater familiarity with keyboarding (letter and number location).
- Locate punctuation marks ((,!,?), symbols (+,-,+), colon, comma, shift key in combination with letters, delete key, backspace key and space bar)
- Locate arrow keys.

Internet Skills

- Students should be aware of community and cyber community.
- Students should always have adult assistance when using the internet.
- Identify what it means to go online.



- Access and navigate bookmarked sites using basic commands (forward, back, home, browser, web page, web address)

Computer Safety

- Identify private/ personal information and learn the rule: Before sharing private information in cyberspace get permission from a parent or teacher.
- Reinforce FBI internet Safety Tips: never give out personal information, never write someone who has made you feel uncomfortable. Never meet or visit with someone without your parent's permission. Tell an adult if you read anything on the Internet that makes you feel uncomfortable, people online may not be who they say they are.

Word Processing Skills

- Use and discuss basic word processing terms: desktop, menu, tool bar, document, text.
- Demonstrate the ability to use the Return key to move to the next line
- Demonstrate the ability to use a space bar between words.
- Demonstrate the ability to input text and use word wrap features.
- Demonstrate the ability to use the cap locks.
- Demonstrate the ability to identify a menu and select an option from the menu. (Open a new document)
- Demonstrate the ability to insert and delete text.
- Demonstrate the ability to save a document and where to save a document.
- Demonstrate the ability to print a document.
- Demonstrate the ability to navigate the school LAN to save or open a document from their own class folder.
- Demonstrate the ability to locate and use the scroll bars.
- Demonstrate the ability to use Word art, clipart, text boxes, font type, color and size, simple graphics to a project.
- Demonstrate the ability to resize and or reposition pictures/ clip art.
- Demonstrate the ability to publish greeting cards, poster board, invitations and thank you notes.
- Demonstrate the ability to create a slide show.
- Demonstrate the ability to use the copy and paste features.
- Demonstrate the ability to use "undo" an action.
- Demonstrate the best use of an application. (Microsoft Word, Microsoft Publisher, Microsoft PowerPoint and Internet Explorer).
- Demonstrate the ability to create a graphic organizer. (flow charts, outlines, bullets, ex: solar system)



Third Grade Technology Skills

Career and Technology skills

- Identify and discuss uses of technology in the community (farmers, grocers, restaurants, and veterinarians, medical and emergency services).

Database Skills

- Recognize computer databases as a source of information and how their used in the community (school, grocery, pharmacy, business card catalogs and CD-ROM's, etc.) to help collect, organize and display information.
- Demonstrate basic navigation skills in a database (tool bar use, icons, etc).
- Identify, discuss and use database terms and uses (data entry, field, record, list sort, cell and search).
- Demonstrate the ability to search, sort alphabetically/ numerically in ascending/descending

Ethics and Legal Issues

- Recognize that copyright laws protect creative works of individuals/ groups and companies.

Keyboard Skills

- Demonstrate the ability of keyboarding (letter and number location).
- Locate punctuation marks ((.,!/?), symbols (+,-,+), colon, comma, parenthesis, shift key in combination with letters, delete key, backspace key and space bar)
- Locate arrow keys.
- Show proper home row keyboarding techniques.
- Demonstrate the ability to use the tab key.
- Demonstrate the ability to login to the LAN, access and exit software and log off.
- Distinguish between hardware and software components. (Keyboard, mouse, printers, Microsoft Word, Microsoft Publisher, Microsoft PowerPoint, Microsoft Excel, Internet Explorer)
- Identify, discuss and use basic software terms (file, open, close, menu bar, scroll, cursor, save, document, spreadsheet, chart, graph and print)
- Demonstrate the ability to understand the difference between different icons and what the desktop is.



Multimedia Skills

- Demonstrate the ability to create a slide show presentation with images, pictures, animation sound and transitions. (Microsoft PowerPoint)

Spreadsheet Skills

- Recognize that a spreadsheet as a tool to organize, calculate and graph information.
- Identify and discuss spreadsheet general terms (cell, column, row, labels, chart, and graph).
- Demonstrate the ability to enter and edit data in a prepared spreadsheet to perform calculations. Identify and discuss the changes that occur as a class or group.
- Demonstrate the ability to edit data in a spreadsheet, perform calculations and identify which graph best suits the data.

Internet Skills

- Demonstrate the ability to explain the anatomy of a homepage, including web browser, URL, icon links, hypertext, advertisements, toolbar, title bar, security bar and progress bar.
- Students should be aware of community and cyber community.
- Students should always have adult assistance when using the internet.
- Identify what it means to go online.
- Access, navigate and create bookmarked sites using basic commands (forward, back, home, browser, web page, web address)

Computer Safety

- Identify private/ personal information and learn the rule: Before sharing private information in cyberspace get permission from a parent or teacher.
- Be able to identify private information requests from actual websites and understand to apply the same safety rules in cyberspace as they use when encountering strangers in the face-to-face world. (Cybersmart Curriculum)
- Reinforce FBI internet Safety Tips: never give out personal information, never write someone who as made you feel uncomfortable. Never meet or visit with someone without your parent's permission. Tell an adult if you read anything on the Internet that makes you feel uncomfortable, people online may not be who they say they are.



Word Processing Skills

- Use and discuss basic word processing terms: desktop, menu, tool bar, document, text.
- Demonstrate the ability to use accessories. (calculator, ruler, compass, protractor)
- Demonstrate the ability to use the Return key to move to the next line
- Demonstrate the ability to use a space bar between words.
- Demonstrate the ability to input text and use word wrap features.
- Demonstrate the ability to use the cap locks.
- Demonstrate the ability to identify a menu and select an option from the menu.(open a new document)
- Demonstrate the ability to insert and delete text.
- Demonstrate the ability to save a document and where to save a document.
- Demonstrate the ability to print a document.
- Demonstrate the ability to navigate the school LAN to save or open a document from their own class folder.
- Demonstrate the ability to create a folder within their class folder.
- Demonstrate the ability to organize the documents in their own personal folder by type. (Word, Excel, PowerPoint, Pictures and Publisher)
- Demonstrate the ability to rename folders or files.
- Understand how the school's LAN login process works. (authentication)
- Demonstrate the ability to locate and use the scroll bars.
- Demonstrate the ability to use Word art, clipart, text boxes, font type, color and size, and simple graphics to a project.
- Demonstrate the ability to resize and or reposition pictures/ clip art.
- Demonstrate the ability to publish greeting cards, poster board, invitations and thank you notes.
- Demonstrate the ability to create a slide show.
- Demonstrate the ability to use the cut, copy and paste features.
- Demonstrate the ability to use "undo" an action.
- Demonstrate the best use of an application. (Microsoft Word, Microsoft Publisher, Microsoft PowerPoint, Microsoft Excel and Internet Explorer.
- Demonstrate the ability to use the following layout and editing features of a word document. (Text justification, line spacing, margins, font, style and page setup)
- Demonstrate the ability to use the SAVE AS functions.
- Demonstrate the ability to save to and retrieve from a memory stick.
- Demonstrate the ability to use the view buttons to enlarge or reduce the size of the document.
- Demonstrate to use the Print preview.
- Demonstrate the ability to create a graphic organizer. (flow charts, outlines, bullets, ex: solar system)



Fourth Grade Technology Skills

Career and Technology Skills

- Recognize, discuss and use network terms and concepts (network, LAN's, network resources, profiles)

Database Skills

- Describe, compare and contrast the advantages and disadvantages between print and computer databases
- Recognize computer databases as a source of information and how they are used in the community (school, grocery, pharmacy, business card catalogs and CD-ROM's, etc.) to help collect, organize and display information.
- Demonstrate basic navigation skills in a database (tool bar use, icons, etc).
- Identify, discuss and use database terms and uses (data entry, field, record, list sort, cell and search).
- Demonstrate the ability to search, sort alphabetically/ numerically in ascending/descending
- Discuss, plan and develop a simple database in content to enter, edit, organize and display the data in the class. (Ex: First Name, Last Name, Gender, Age, Hometown, Yrs. At MSMA)

Ethics and Legal Issues

- Recognize, discuss and use responsible, ethical and safe behavior in research. (Copy writes, Plagiarism)

Keyboarding Skills

- Show proper home row keyboarding techniques.
- Show proper keyboarding techniques to establish command of the top and bottom row of letter keys.
- Demonstrate the ability to use the shift key with numbers to obtain the character keys. (!@#\$%^&*()''''')
- Locate punctuation marks ((.,!,?), symbols (+,-,+), colon, comma, parenthesis, shift key in combination with letters, delete key, backspace key and space bar)
- Locate arrow keys and demonstrate the ability to use the tab key.
- Demonstrate the ability to use the tab key.
- Demonstrate the ability to login to the LAN, access and exit software and log off.



- Distinguish between hardware and software components. (Keyboard, mouse, printers, Microsoft Word, Microsoft Publisher, Microsoft PowerPoint, Microsoft Excel, Internet Explorer)
- Identify, discuss and use basic software terms (file, open, close, menu bar, scroll, cursor, save, document, spreadsheet, sum, average, formula, chart, graph and print)
- Demonstrate the ability to understand the difference between different icons and what the desktop is.

Multimedia Skills

- Demonstrate the ability to create a slide show presentation with images, pictures, links, text boxes, animation sound and transitions. (Microsoft PowerPoint)

Spreadsheet Skills

- Recognize that a spreadsheet as a tool to organize, calculate and graph information.
- Identify and discuss spreadsheet general terms (cell, column, row, labels, chart, and graph).
- Demonstrate the ability to enter and edit data in a prepared spreadsheet to perform calculations. Identify and discuss the changes that occur as a class or group.
- Demonstrate the ability to edit data in a spreadsheet, perform calculations and identify which graph best suits the data.
- Demonstrate the ability to modify the cell(s) shading and borders.
- Recognize the difference between workbooks and worksheets.
- Demonstrate the ability to adjust the row height and column width.
- Demonstrate the ability to add row and column headings.
- Demonstrate the ability to create a simple chart or graph from data.

Telecommunication Skills

- Discuss the pros and cons of E-Mail versus the post office mail, and what impact E-Mail may have on the postal system
- Identify the parts of an electronic address.
- Recognize good and bad manners when using E-Mail
- Discuss inappropriate uses of E-Mail harassment. (Spam, Distributing private information)
- Discuss ways to handle inappropriate E-Mail that contain inappropriate material. **(NEVER REPLY)**



Internet Skills

- Demonstrate the ability to explain the anatomy of a homepage, including web browser, URL, icon links, hypertext, advertisements, toolbar, title bar, security bar and progress bar.
- Students should be aware of community and cyber community.
- Students should always have adult assistance when using the internet.
- Identify what it means to go online.
- Access and navigate bookmarked sites using basic commands (forward, back, home, browser, web page, web address)

Computer Safety

- Identify private/ personal information and learn the rule: Before sharing private information in cyberspace get permission from a parent or teacher.
- Be able to identify private information requests from actual websites and understand to apply the same safety rules in cyberspace as they use when encountering strangers in the face-to-face world. (Cybersmart Curriculum)
- Reinforce FBI internet Safety Tips: never give out personal information, never write someone who has made you feel uncomfortable. Never meet or visit with someone without your parent's permission. Tell an adult if you read anything on the Internet that makes you feel uncomfortable, people online may not be who they say they are.
- Identify the concept that inappropriate websites can be fixed so that responsible citizens cannot get out of them easily.
- Introduce strategies to get out of inappropriate websites: Click the back arrow of the webpage, close out of the browser or open up task manager and select and end the program.

Word Processing Skills

- Use and discuss basic word processing terms: desktop, menu, tool bar, document, text.
- Demonstrate the ability to use the Return key to move to the next line
- Demonstrate the ability to use a space bar between words.
- Demonstrate the ability to input text and use word wrap features.
- Demonstrate the ability to use the cap locks.
- Demonstrate the ability to identify a menu and select an option from the menu.(open a new document)
- Demonstrate the ability to insert and delete text.
- Demonstrate the ability to save a document and where to save a document.
- Demonstrate the ability to print a document.



- Demonstrate the ability to navigate the school LAN to save or open a document from their own class folder.
- Demonstrate the ability to create a folder within their class folder.
- Demonstrate the ability to organize the documents in their own personal folder by type. (Word, Excel, PowerPoint, Pictures and Publisher)
- Demonstrate the ability to rename folders or files.
- Understand how the school's LAN login process works. (authentication)
- Demonstrate the ability to locate and use the scroll bars.
- Demonstrate the ability to use Word art, clipart, text boxes, font type, color, size and simple graphics to a project
- Demonstrate the ability to resize and or reposition pictures/ clip art.
- Demonstrate the ability to publish greeting cards, poster board, invitations and thank you notes.
- Demonstrate the ability to create a slide show.
- Demonstrate the ability to use the cut, copy and paste features.
- Demonstrate the ability to use keyboard shortcuts for various commands: copy, paste, print, save and cut.
- Demonstrate the ability to use "undo" an action.
- Demonstrate the ability to align objects.
- Demonstrate the ability to group, ungroup and move objects.
- Demonstrate the ability to duplicate objects.
- Demonstrate the best use of an application. (Microsoft Word, Microsoft Publisher, Microsoft PowerPoint, Microsoft Excel and Internet Explorer).
- Demonstrate the ability to use the following layout and editing features of a word document. (Text justification, line spacing, margins, font, style and page setup)
- Demonstrate the ability to change the margins, page breaks, columns and page orientation. (landscape/portrait)
- Demonstrate the ability to use the SAVE AS functions.
- Demonstrate the ability to save to and retrieve from a memory stick.
- Demonstrate the ability to use the view buttons to enlarge or reduce the size of the document.
- Demonstrate to use the Print preview.
- Demonstrate the ability to create a graphic organizer. (flow charts, outlines and bullets)



Fifth Grade Technology Skills

Career and Technology Skills

- Recognize and discuss changes in information technologies and the impact changes have in schools, workplace and society in the United States.

Database Skills

- Discuss how and why databases are used in society.
- Create/manipulate simple content area databases to enter/edit, collect, organize and display content data for the class as a project.
- Identify database management terms. (database, file, record, field, category, sort, arrange, select, search and report)

Ethic and Legal Issues

- Demonstrate the ability to paraphrase reference material.
- Recognize that duplication of copyright materials without permission is illegal.

Keyboard Skills

- Using proper keyboarding techniques, establish speed and accuracy equal to 15 WPM.
- Show proper home row keyboarding techniques.
- Show proper keyboarding techniques to establish command of the top and bottom row of letter keys.
- Demonstrate the ability to use the shift key with numbers to obtain the character keys. (!@#\$\$%^&*()''''')
- Locate punctuation marks ((.,!,?), symbols (+,-,+), colon, comma, parenthesis, shift key in combination with letters, delete key, backspace key and space bar)
- Locate arrow keys and demonstrate the ability to use the tab key.
- Demonstrate the ability to login to the LAN, access and exit software and log off.
- Distinguish between hardware and software components. (Keyboard, mouse, printers, Microsoft Word, Microsoft Publisher, Microsoft PowerPoint, Microsoft Excel, Internet Explorer)
- Identify, discuss and use basic software terms (file, open, close, menu bar, scroll, cursor, save, document, spreadsheet, sum, average, formula, chart, graph and print)
- Demonstrate the ability to understand the difference between different icons and what the desktop is.



Multimedia Skills

- Demonstrate the ability to create a slide show presentation with images, pictures, links, text boxes, animation, sound and transitions. (Microsoft PowerPoint)
- Collaboratively create a multimedia slideshow that demonstrates the students knowledge of and ability to create a slide show presentation with images, pictures, links, text boxes, animation, sound and transitions about a given topic. (Microsoft PowerPoint)

Spreadsheet Skills

- Recognize that a spreadsheet as a tool to organize, calculate and graph information.
- Identify and discuss spreadsheet general terms (cell, column, row, labels, chart, and graph).
- Demonstrate the ability to enter and edit data in a prepared spreadsheet to perform calculations. Identify and discuss the changes that occur as a class or group.
- Demonstrate the ability to edit data in a spreadsheet, perform calculations and identify which graph best suits the data.
- Demonstrate the ability to modify the cell(s) shading and borders.
- Recognize the difference between workbooks and worksheets.
- Demonstrate the ability to adjust the row height and column width.
- Demonstrate the ability to add row and column headings.
- Demonstrate the ability to create charts or graphs from data.
- Spending spree exercise- (Students will be provided with \$10,000 fantasy dollars to outfit a new room including paint, furniture and other items. They will be given a specific layout to create the spreadsheet and have the ability to export to a chart and identify their spending personalities)
- Demonstrate the ability to copy a chart/graph/worksheet into a word document.
- Demonstrate the ability to change the names of the worksheet tabs.

Publication Skills

- Create a travel brochure that advertizes the features of a state and what might attract a person to live in that state. (Microsoft Publisher)

Telecommunication Skills

- Discuss the pros and cons of E-Mail versus the post office mail, and what impact E-Mail may have on the postal system
- Identify the parts of an electronic address.
- Recognize good and bad manners when using E-Mail



- Discuss inappropriate uses of E-Mail harassment. (Spam, Distributing private information)
- Discuss ways to handle inappropriate E-Mail that contain inappropriate material. (**NEVER REPLY**)
- Demonstrate the ability to communicate via E-Mail, including: replying, forwarding, addressing to multiple recipients and the reply all.
- Identify the difference between instant messaging and email.
- Identify the security issues with E-Mail

Internet Skills

- Demonstrate the ability to explain the anatomy of a homepage, including web browser, URL, icon links, hypertext, advertisements, toolbar, title bar, security bar and progress bar.
- Demonstrate the ability to explain the anatomy of a URL.
- Demonstrate the ability to shorten the URL to navigate to a different webpage.
- Demonstrate the ability to create a bookmark. (favorite)
- Students should be aware of community and cyber community.
- Students should always have adult assistance when using the internet.
- Identify what it means to go online.
- Access and navigate bookmarked sites using basic commands (forward, back, home, browser, web page, web address)

Computer Safety

- Identify private/ personal information and learn the rule: Before sharing private information in cyberspace get permission from a parent or teacher.
- Be able to identify private information requests from actual websites and understand to apply the same safety rules in cyberspace as they use when encountering strangers in the face-to-face world. (Cybersmart Curriculum)
- Reinforce FBI internet Safety Tips: never give out personal information, never write someone who has made you feel uncomfortable. Never meet or visit with someone without your parent's permission. Tell an adult if you read anything on the Internet that makes you feel uncomfortable, people online may not be who they say they are.
- Identify the concept that inappropriate websites can be fixed so that responsible citizens cannot get out of them easily.
- Introduce strategies to get out of inappropriate websites: Click the back arrow of the webpage, close out of the browser or open up task manager and select and end the program.



Word Processing Skills

- Use and discuss basic word processing terms: desktop, menu, tool bar, document, text.
- Demonstrate the ability to use the Return key to move to the next line
- Demonstrate the ability to use a space bar between words.
- Demonstrate the ability to input text and use word wrap features.
- Demonstrate the ability to use the cap locks.
- Demonstrate the ability to identify a menu and select an option from the menu.(open a new document)
- Demonstrate the ability to insert and delete text.
- Demonstrate the ability to save a document and where to save a document.
- Demonstrate the ability to print a document.
- Demonstrate the ability to navigate the school LAN to save or open a document from their own class folder.
- Demonstrate the ability to create a folder within their class folder.
- Demonstrate the ability to organize the documents in their own personal folder by type. (Word, Excel, PowerPoint, Pictures and Publisher)
- Demonstrate the ability to rename folders or files.
- Understand how the school's LAN login process works. (authentication)
- Demonstrate the ability to locate and use the scroll bars.
- Demonstrate the ability to use Word art, clipart, text boxes, font type, color, size and simple graphics to a project
- Demonstrate the ability to resize and or reposition pictures/ clip art.
- Demonstrate the ability to publish greeting cards, poster board, invitations and thank you notes.
- Demonstrate the ability to create a slide show.
- Demonstrate the ability to use the cut, copy and paste features.
- Demonstrate the ability to use keyboard shortcuts for various commands: copy, paste, print, save and cut.
- Demonstrate the ability to use "undo" an action.
- Demonstrate the ability to align objects.
- Demonstrate the ability to group, ungroup and move objects.
- Demonstrate the ability to duplicate objects.
- Demonstrate the best use of an application. (Microsoft Word, Microsoft Publisher, Microsoft PowerPoint, Microsoft Excel and Internet Explorer.
- Demonstrate the ability to use the following layout and editing features of a word document. (Text justification, line spacing, margins, font, style and page setup)
- Demonstrate the ability to change the margins, page breaks, columns and page orientation. (landscape/portrait)
- Demonstrate the ability to use the SAVE AS functions.



- Demonstrate the ability to save to and retrieve from a memory stick.
- Demonstrate the ability to use the view buttons to enlarge or reduce the size of the document.
- Demonstrate to use the Print preview.
- Demonstrate the ability to create a graphic organizer. (flow charts, outlines and bullets)
- Demonstrate the ability to use an electronic thesaurus.
- Demonstrate the ability to locate copy and insert a graphic from another source.
- Demonstrate the ability to use shortcuts. (Ex: ctrl, F5, Fn, etc.)



Sixth Grade Technology Skills

Career and Technology Skills

- Recognize and discuss changes in information technologies and the impact changes have in schools, workplace and society in the United States.
- Identify and discuss technology skills needed in the workplace and how they impact schools students today. (career day)

Database Skills

- Discuss how and why databases are used in society.
- Recognize and discuss how and why databases are used to collect, organize and analyze information in a variety of settings.
- Plan and develop database reports to organize, explain and display findings in content areas as class.
- Create/manipulate simple content area databases to enter/edit, collect, organize and display content data for the class as a project.
- Create several fields and input data.
- Demonstrate the ability to sort one of the fields alphabetically or chronologically.
- Identify database management terms. (database, file, record, field, category, sort, arrange, select, search and report)

Ethic and Legal Issues

- Demonstrate knowledge of responsible, safe and ethical use of networked digital information. (internet, wireless LAN's)
- Demonstrate the ability to paraphrase referenced material.
- Recognize that duplication of copyright materials without permission is illegal.
- Demonstrate the ability to cite research sources.

Keyboard Skills

- Using proper keyboarding techniques, establish speed and accuracy equal to 20 WPM.
- Show proper home row keyboarding techniques.
- Show proper keyboarding techniques to establish command of the top and bottom row of letter keys.
- Demonstrate the ability to use the shift key with numbers to obtain the character keys. (!@#\$\$%^&*()''''')
- Locate punctuation marks ((.,!/?), symbols (+,-,+), colon, comma, parenthesis, shift key in combination with letters, delete key, backspace key and space bar)



- Locate arrow keys and demonstrate the ability to use the tab key.
- Demonstrate the ability to login to the LAN, access and exit software and log off.
- Distinguish between hardware and software components. (Keyboard, mouse, printers, Microsoft Word, Microsoft Publisher, Microsoft PowerPoint, Microsoft Excel, Internet Explorer)
- Identify, discuss and use basic software terms (file, open, close, menu bar, scroll, cursor, save, document, spreadsheet, sum, average, formula, chart, graph and print)
- Demonstrate the ability to understand the difference between different icons and what the desktop is.

Multimedia Skills

- Demonstrate the ability to create a slide show presentation with images, pictures, links, text boxes, animation, sound, video clips and transitions. (Microsoft PowerPoint)
- Collaboratively create a multimedia slideshow that demonstrates the student's knowledge of and ability to create a slide show presentation with images, pictures, links, text boxes, animation, sound, video clips and transitions about a given topic. (Microsoft PowerPoint)

Spreadsheet Skills

- Recognize that a spreadsheet as a tool to organize, calculate and graph information.
- Identify and discuss spreadsheet general terms (cell, column, row, labels, chart, and graph).
- Demonstrate the ability to enter and edit data in a prepared spreadsheet to perform calculations. Identify and discuss the changes that occur as a class or group.
- Demonstrate the ability to edit data in a spreadsheet, perform calculations and identify which graph best suits the data.
- Demonstrate the ability to modify the cell(s) shading and borders.
- Recognize the difference between workbooks and worksheets.
- Demonstrate the ability to adjust the row height and column width.
- Demonstrate the ability to add row and column headings.
- Demonstrate the ability to create charts or graphs from data.
- Demonstrate the ability to format the columns and rows.
- Demonstrate the ability to change the names of the worksheet tabs.
- Spending spree exercise- (Students will be provided with \$10,000 fantasy dollars to outfit a new room including paint, furniture and other items. They will be given a specific layout to create the spreadsheet and have the ability to export to a chart and identify their spending personalities)
- Turn their findings into a creative writing lesson.



- Demonstrate the ability to copy a chart/graph/worksheet into a word document.

Telecommunication Skills

- Discuss the pros and cons of E-Mail versus the post office mail, and what impact E-Mail may have on the postal system
- Identify the parts of an electronic address.
- Recognize good and bad manners when using E-Mail
- Discuss inappropriate uses of E-Mail harassment. (Spam, Distributing private information)
- Discuss ways to handle inappropriate E-Mail that contain inappropriate material. (**NEVER REPLY**)
- Demonstrate the ability to communicate via E-Mail, including: replying, forwarding, addressing to multiple recipients and the reply all.
- Demonstrate the ability to use E-Mail attachments.
- Demonstrate the ability to insert a URL or E-Mail address into an E-Mail message.
- Identify the difference between instant messaging and E-Mail.
- Identify the security issues with E-Mail
- Introduce safety issues concerned with blogging. (protecting your identity, personal/private information)

Internet Skills

- Demonstrate the ability to explain the anatomy of a homepage, including web browser, URL, icon links, hypertext, advertisements, toolbar, title bar, security bar and progress bar.
- Demonstrate the ability to explain the anatomy of a URL.
- Demonstrate the ability to shorten the URL to navigate to a different webpage.
- Demonstrate the ability to create a bookmark. (favorite)
- Students should be aware of community and cyber community.
- Students should always have adult assistance when using the internet.
- Identify what it means to go online.
- Access and navigate bookmarked sites using basic commands (forward, back, home, browser, web page, web address)

Computer Safety

- Identify private/ personal information and learn the rule: Before sharing private information in cyberspace get permission from a parent or teacher.
- Be able to identify private information requests from actual websites and understand to apply the same safety rules in cyberspace as they use when encountering strangers in the face-to-face world. (Cybersmart Curriculum)



- Reinforce FBI internet Safety Tips: never give out personal information, never write someone who has made you feel uncomfortable. Never meet or visit with someone without your parent's permission. Tell an adult if you read anything on the Internet that makes you feel uncomfortable, people online may not be who they say they are.
- Identify the concept that inappropriate websites can be fixed so that responsible citizens cannot get out of them easily.
- Introduce strategies to get out of inappropriate websites: Click the back arrow of the webpage, close out of the browser or open up task manager and select and end the program.

Word Processing Skills

- Use and discuss basic word processing terms: desktop, menu, tool bar, document, text.
- Demonstrate the ability to use the Return key to move to the next line
- Demonstrate the ability to use a space bar between words.
- Demonstrate the ability to input text and use word wrap features.
- Demonstrate the ability to use the cap locks.
- Demonstrate the ability to identify a menu and select an option from the menu.(open a new document)
- Demonstrate the ability to insert and delete text.
- Demonstrate the ability to save a document and where to save a document.
- Demonstrate the ability to print a document.
- Demonstrate the ability to navigate the school LAN to save or open a document from their own class folder.
- Demonstrate the ability to create a folder within their class folder.
- Demonstrate the ability to organize the documents in their own personal folder by type. (Word, Excel, PowerPoint, Pictures and Publisher)
- Demonstrate the ability to rename folders or files.
- Understand how the school's LAN login process works. (authentication)
- Demonstrate the ability to locate and use the scroll bars.
- Demonstrate the ability to use Word art, clipart, text boxes, font type, color, size and simple graphics to a project.
- Demonstrate the ability to resize and or reposition pictures/clip art.
- Demonstrate the ability to publish greeting cards, poster board, invitations and thank you notes.
- Demonstrate the ability to create a slide show.
- Demonstrate the ability to use the cut, copy and paste features.
- Demonstrate the ability to use keyboard shortcuts for various commands: copy, paste, print, save and cut.
- Demonstrate the ability to use "undo" an action.



- Demonstrate the ability to align objects.
- Demonstrate the ability to group, ungroup and move objects.
- Demonstrate the ability to duplicate objects.
- Demonstrate the best use of an application. (Microsoft Word, Microsoft Publisher, Microsoft PowerPoint, Microsoft Excel and Internet Explorer).
- Demonstrate the ability to use the following layout and editing features of a word document. (Text justification, line spacing, margins, font, style and page setup)
- Demonstrate the ability to change the margins, page breaks, columns and page orientation. (landscape/portrait)
- Demonstrate the ability to use the SAVE AS functions.
- Demonstrate the ability to save to and retrieve from a memory stick.
- Demonstrate the ability to use the view buttons to enlarge or reduce the size of the document.
- Demonstrate to use the Print preview.
- Demonstrate the ability to create a graphic organizer. (flow charts, outlines and bullets)
- Demonstrate the ability to use an electronic thesaurus.
- Demonstrate the ability to locate copy and insert a graphic from another source.
- Demonstrate the ability to use shortcuts. (Ex: ctrl, F5, Fn, etc.)