

TECHNOLOGY AT ST MARY STAR SCHOOL	
GRADE LEVEL	SKILLS FOCUS
Kindergarten	<p>Basic Operations and Concepts</p> <ul style="list-style-type: none"> • Identify the monitor, CPU, keyboard, mouse, disk drive, CD-Rom and printer • Turn on/off a computer with supervision • Use a Mouse(develop eye/hand coordination) • Launch software from icons on the desktop • Identify Home Row keys and begin keyboarding in the spring • Print files <p>Productivity Tools</p> <ul style="list-style-type: none"> • Change font and size • Use text boxes
Grade 1	<p>Basic Operations and Concepts</p> <ul style="list-style-type: none"> • Demonstrate knowledge of skills learned in Kindergarten • Manage the enter and backspace keys • Utilize informal keyboarding skills to type words and phrases • Use proper computer terminology (desktop, icons, etc) • Save to and open files from network folder <p>Productivity Tools</p> <p>Word Processing(Publishing)</p> <ul style="list-style-type: none"> • Identify elements of the word processing window toolbar • Open a new document and enter letters and numbers. • Create a new document and enter words and simple sentences • Create and print a guided writing assignment • Highlight text and apply different fonts and colors <p>Graphics</p> <ul style="list-style-type: none"> • Insert clip art • Apply text formatting • Change and set font type, size, and color <p>Multimedia Presentation</p> <ul style="list-style-type: none"> • Create a slideshow presentation in Kid Pix <p>Spreadsheets</p> <ul style="list-style-type: none"> • Enter data into a grade appropriate template • Produce a simple graph • Identify and understand the use of a spreadsheet

Grade 2	<p>Basic Operations and Concepts</p> <ul style="list-style-type: none"> • Demonstrate knowledge of skills learned in K-1st grad. • Communicate about technology using developmentally appropriate and accurate terminology. • Identify and use punctuation keys • Identify proper finger placement on the keyboard <p>Productivity Tools</p> <p><i>Word Processing (Publishing)</i></p> <ul style="list-style-type: none"> • Demonstrate knowledge of skills learned in K-1st grade Create a new document and enter words and simple sentences. • Create a new document and enter sentences and paragraphs • Insert and delete text • Use the edit feature to copy, cut and paste • Use spell check <p><i>Graphics</i></p> <ul style="list-style-type: none"> • Copy and paste • Insert Word Art • Add clip art, resize and move as needed • Copy and paste images/clip art from the internet <p><i>Spreadsheets</i></p> <ul style="list-style-type: none"> • Demonstrate knowledge of skills learned in K-1st grade • Create a simple spreadsheet file • Format text and numbers • Cut, copy, and paste text and numeric data • Create a graph/chart and modify as needed • Enter a simple formula (addition, subtraction) <p><i>Multimedia</i></p> <ul style="list-style-type: none"> • Format simple slides • Modify slide color schemes and templates • Develop a logical presentation by combining slides • Use the sorter view to organize or reorganize slides • Use transitions • Create slides with text and graphics <p>Internet Use and Communication Tools</p> <ul style="list-style-type: none"> • Access the internet using a web browser • Use a web browser's tool bar for basic navigation (forward, back, &home) • Click hyperlinks from a home page.
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Grade 3	<p>Basic Operations and Concepts</p> <ul style="list-style-type: none">• Demonstrate knowledge of skills learned in K-2nd grade of basic operations and concepts• Locate, run, and exit programs from the file management system <p>Productivity Tools</p> <p><i>Word Processing (Publishing)</i></p> <ul style="list-style-type: none">• Demonstrate knowledge of skills learned in K-2nd grade concerning word processing <p><i>Graphics</i></p> <ul style="list-style-type: none">• Change page orientation• Identify word processing window elements (menus, ruler, etc)• Set margins <p><i>Spreadsheets</i></p> <ul style="list-style-type: none">• Demonstrate knowledge of skills learned in K-2nd grade for spreadsheets• Adjust row height and column width• Add row and column headings <p><i>Multi Media</i></p> <ul style="list-style-type: none">• Demonstrate knowledge of skills learned in K-2nd grade for Power Point• Create slides with text, graphics, graphs and/or video clips• Incorporate prerecorded sounds into presentation <p>Internet Use and Communication Tools</p> <ul style="list-style-type: none">• Demonstrate knowledge of skills learned in K-2nd grade for use of the internet• Go to a specific website by typing a specific URL• Create a bookmark• Access a teacher specified site to locate and obtain information• Create a publication to present information using a desktop publishing program• Create a multimedia presentation to organize and present information
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<p>Grade 4</p>	<p>Basic Operations and Concepts</p> <ul style="list-style-type: none"> • Demonstrate knowledge of skills learned in K-3rd grade • Locate and use folders • Utilize a menu and submenu bar • Locate and use Accessories (calculator, paint, and/or draw) • Carry out an undo operation • Create, move, and/or copy files and folders • Demonstrate the ability to select network resources (printers) • Locate and use Accessories (calculator, notepad, clipboard viewer, paint, and/or draw) • Explain the function and parts of a computer • Explain the function of the keyboard • Continue to use a typing program • Use proper stroking for each letter <p>Productivity Tools</p> <p>Word Processing (Publishing)</p> <ul style="list-style-type: none"> • Demonstrate knowledge of skills learned in K-3rd grade about word processing • Use thesaurus • Add headers and footers to a document • Create and enter text into a text box • Edit a textboxes <p>Spreadsheets</p> <ul style="list-style-type: none"> • Demonstrate knowledge of skills learned in K-3 • Use a scanner or digital camera <p>Graphics</p> <ul style="list-style-type: none"> • Demonstrate knowledge of skills learned in K-3 • Use a scanner or digital camera <p>Multimedia</p> <ul style="list-style-type: none"> • Build on the knowledge of skills learned in K-3rd grade for Power Point <p>Web Authoring</p> <ul style="list-style-type: none"> • Design a web page with a heading, text graphics, and buttons • Create a link • Create a specific folder for saving web page elements • Create a 1-2 page website <p>Internet Use and Communication Tools</p> <ul style="list-style-type: none"> • Demonstrate knowledge of skills learned in K-3rd grade for use of the internet • Create a publication to present information using a desktop publishing program • Use a web browser's tool bar advanced functions (ex Refresh/reload and history)
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Grade 5	<p>Basic Operations and Concepts</p> <ul style="list-style-type: none">• Demonstrate knowledge of skills learned in K-4th grade• Perform multitasking operations with two or more programs open• Resize, minimize, maximize, move, and scroll program windows using the mouse• Use the mouse to right click• Use the mouse for task management• Delete and/or rename files and folders• Choose print options• Continue to practice keyboarding techniques stroking for each letter <p>Productivity Tools</p> <p><i>Word Processing (Publishing)</i></p> <ul style="list-style-type: none">• Demonstrate knowledge of skills learned in K-4th grade• Continue the ability to use desktop publishing to produce newsletter, brochures, etc <p><i>Graphics</i></p> <ul style="list-style-type: none">• Demonstrate knowledge of skills learned in K-4th grade• Create a graphic and move to another document <p><i>Multimedia</i></p> <ul style="list-style-type: none">• Demonstrate knowledge of skills learned in K-4th grade• Continue with ability to create slides with text, graphics, graphs and /or video clips <p><i>Spreadsheets</i></p> <ul style="list-style-type: none">• Demonstrate knowledge of skills learned in K-4th grade• Explain the rationale for spreadsheet use• Recognize the most appropriate graph type to use to display data• Continue with the ability to modify display properties of a graph (title, colors, etc) <p><i>Databases</i></p> <ul style="list-style-type: none">• Demonstrate knowledge of skills learned in 4th grade• Work with an existing database• Use the query/find function• Retrieve, edit and/or delete a record from a database• Sort a database alphabetically or numerically <p><i>Web Authoring</i></p> <ul style="list-style-type: none">• Demonstrate knowledge of skills learned in 4th grade for use of the internet• Identify the path of the URL• Create a 2-3 page website <p>Internet Use and Communication Tools</p>
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	<ul style="list-style-type: none"> • Demonstrate knowledge of skills learned in 1st - 4th grade • Evaluate a website using given criteria • Create a publication to present information using desktop publishing • Identify the parts of a URL <p>Research Tools</p> <ul style="list-style-type: none"> • Demonstrate knowledge of skills learned in 2nd - 4th grade • Develop an outline using a graphic organizer • Write an electronic citation
<p>Grade 6</p>	<p>Basic Operations and Concepts</p> <ul style="list-style-type: none"> • Demonstrate knowledge of skills learned in K-5th grade • Explain the concept and components of a LAN • Use basic keyboard shortcuts • Use the find function to locate files • Demonstrate the ability to use the Help system to locate information on a particular topic • Utilize different storage media • Attain a typing speed of 15 words per minute with 90% accuracy <p>Productivity Tools</p> <p>Word Processing (Publishing)</p> <ul style="list-style-type: none"> • Demonstrate knowledge of skills learned in K-5th grade • Select choices for paragraph formatting (justification, indenting, etc), adding bullets or numbering, or creating columns <p>Graphics</p> <ul style="list-style-type: none"> • Demonstrate knowledge of skills learned in K-5th grade • Create a graphic and move to another document • Combine graphic objects with text to create original text graphics • Identify graphic file formats <p>Multimedia</p> <ul style="list-style-type: none"> • Demonstrate knowledge of skills learned in K-5th grade • Record sounds and incorporate them into a presentation • Prepare a presentation that include presenter notes and audience hand outs <p>Spreadsheets</p> <ul style="list-style-type: none"> • Demonstrate knowledge of skills learned in K-5th grade • Enter addition, subtraction, multiplication and division formulas <p>Database</p> <ul style="list-style-type: none"> • Demonstrate knowledge of skills learned in K-5th grade • Create a simple form • Create a report

	<ul style="list-style-type: none"> • Define an advance database search <p>Web Authoring</p> <ul style="list-style-type: none"> • Demonstrate knowledge of skills learned in K-5th grade • Create a specific folder for saving webpage elements • Identify the path of the URL <p>Internet Use and Communication Tools</p> <ul style="list-style-type: none"> • Demonstrate knowledge of skills learned in K-5th grade • Shorten the URL to navigate to other pages on a web site • Create a favorites list by organizing favorites into topic folders • Manage favorites/bookmark list • Create a webpage to present information <p>Research Tools</p> <ul style="list-style-type: none"> • Demonstrate knowledge of skills learned in K-5th grade • Write an electronic citation • Specify the difference between a directory, search engine, and meta-search engine • Determine appropriate key words for finding information using a web search engine • Use an electronic card catalogue on line (online public access catalog) <p>Problem Solving and Decision Making Tools</p> <ul style="list-style-type: none"> • Demonstrate knowledge of skills learned in K-5th grade • Conduct an experiment/do research to determine the best way to present data (graph/chart)
<p style="text-align: center;">Grade 7</p>	<p>Basic Operations and Concepts</p> <ul style="list-style-type: none"> • Master the knowledge of skills learned in K-6th grade • Locate and use system tools programs • Employ simple trouble shooting strategies when computer/printer problems occur • Use special keys (command, option, and control) <p>Productivity Tools</p> <p>Word Processing (Publishing)</p> <ul style="list-style-type: none"> • Master the knowledge of skills learned in K-6th grade • Insert a page break • Move text between two or more document • Use Grammar check • Rotate, align and group graphic objects • Create and use tabs

Graphics

- Master the knowledge of skills learned in K-6th grade
- Use the drawing features in an advanced graphics program (ex Microsoft Picture It)
- Combine graphics to create a new graphic
- Distinguish between the draw, paint, and photo-edition environments

Multi Media

- Master the knowledge of skills learned in K-6th grade

Spreadsheets

- Demonstrate knowledge of skills learned in K-6th grade
- Enter addition, subtraction, multiplication and division formulas
- Copy a worksheet or a chart and export into a word processing document

Databases

- Demonstrate knowledge of skills learned in K-6th grades
- Create a specialized report

Web Authoring

- Master the knowledge of skills learned in K-6th grade
- Create a 2 -3 page web site

Digital Imaging

Edit digital picture using Adobe Photoshop

Internet Use and Communication Tools

- Master the knowledge of skills learned in K-6th grade
- Create a favorites list by organizing favorites into topic folders
- Manage favorites/bookmark list
- Create a web page to present information

Research Tools

- Master the knowledge of skills learned in K-6th grade
- Do a Boolean word search
- Evaluate the credibility and authority of Internet resources using given criteria
- Compare and contrast the content offered on two web sites on the same topic
- Develop a project using both printed and online resources
- Take notes in a word processing program while researching on the Internet

Problem Solving and Decision Making Tools

- Master the knowledge of skills learned in K-6th grade
- Select a program to perform an assigned task
- Determine the best way to present written text for a project (brochure, newsletter, columns, paragraphs, etc)
- Justify the use of a spreadsheet versus a database program (and vice

	<p>versa)</p> <ul style="list-style-type: none"> • Formulate higher order questions using information in a spreadsheet or a database • Answer higher order questions using information in a spreadsheet
<p>Grade 8</p>	<p>Basic Operations and Concepts</p> <ul style="list-style-type: none"> • Master the knowledge of skills learned in K-7th grade • Demonstrate an awareness of security systems/software • Begin to perform advanced desktop management • Attain a typing speed of 20-25 words per minute with 90% accuracy <p>Productivity Tools</p> <p>Word Processing (Publishing)</p> <ul style="list-style-type: none"> • Master the knowledge of skills learned in K-7th grade • Insert a table into a document and modify borders, rows, column, and/or shading as needed <p>Graphics</p> <ul style="list-style-type: none"> • Master the knowledge of skills learned in K-7th grade • Change the stacking order of objects • Modify the resolution and file size of a graphic • Select a type of graphic (image) program to perform a task <p>Multimedia Presentations</p> <ul style="list-style-type: none"> • Master the knowledge of skills learned in K-7th grade • Prepare a multimedia presentation that includes presenter notes and audience handouts <p>Spreadsheets</p> <ul style="list-style-type: none"> • Master the knowledge of skills learned in K-7th grade • Enter a worksheet name on the worksheet tab • Click and drag a formula to a new cell <p>Databases</p> <ul style="list-style-type: none"> • Master the knowledge of skills learned in K-7th grade • Choose numerical formatting options • Utilize a mail merge to generate labels <p>Web Authoring</p> <ul style="list-style-type: none"> • Master the knowledge of skills learned in K-7th grade <p>Digital Imaging</p> <p>Edit digital picture using Adobe Photoshop</p> <p>Internet Use & Communications Tools</p> <ul style="list-style-type: none"> • Master the knowledge of skills learned in K-7th grade <p>Research Tools</p> <ul style="list-style-type: none"> • Master the knowledge of skills learned in K-7th grade • Design a project using a variety of printed and online resources (online

	<p>database, books, web sites)</p> <p>Problem Solving and Decision Making Tools</p> <ul style="list-style-type: none">• Master the knowledge of skills learned in K-7th grade
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