

## Computer Skills

	Research Skills	Computing Skills	Word Processing	Graphics & Presentations	Internet Safety	Spreadsheets & Databases	Keyboarding
<b>K</b>	Identify a link and click to reach teacher selected sites.  Use the browser navigation tools (back, forward, refresh) and scroll within windows.	Use a mouse or touchpad. Start up and shut down a computer properly. Launch a program from an icon.	Key in letters to form words.	Draw pictures using a computer program or website.	Learn Internet and computer rules at school. Ask a teacher parent for permission before going on the Internet at home.		Use Spacebar , Enter and arrows to navigate. Locate letters on the keyboard
<b>1</b>		Navigate within a program. Move from page to page in a program	Understand cursor placement. Key in phrases or sentences with proper spacing.	Open an existing presentation. Run a presentation.	Follow a link to go to a teacher-selected website. Learn where to click and not to click on a website.		Use Spacebar , Enter and arrows to navigate. Locate letters on the keyboard
<b>2</b>		Log on to the network using a student name according to local policy. Minimize, maximize and restore windows. Print from within a program.	Edit by inserting and deleting. Key in a paragraph with word wrap, capital letters, and punctuation.	In a presentation: • Insert blank pages • Cut, copy, and paste objects Save a modified presentation. Take pictures using a digital camera.	Learn what information can and cannot be shared on the internet. Ask permission before sharing ANY personal information		Correct finger placement Home row
<b>3</b>	Accurately enter or copy a URL to reach a site.	Launch programs and make selections using a menu. Create, open and close a file. Save and retrieve a file.	Format text (size, font, style, color, alignment) Use spell check and dictionary.	Add and edit text in a presentation. Save a modified presentation.	Learn how to create secure passwords.		Start keyboarding curriculum
<b>4</b>	Search for information using teacher-selected Keywords or sites.	Copy, cut and paste between windows or documents. Make folders.	Edit text (cut, copy, paste, and move) Create bulleted or numbered lists.	In a presentation: • Create a presentation. • Change the background • Add and edit text • Insert and resize clipart and images • Save	Learn how to spot and how to handle spam.	Locate data in a spreadsheet or chart. Enter and delete text or numeric data in a teacher-created spreadsheet.	Continue Keyboarding fluency  % of accuracy improves
<b>5</b>	Create bookmarks and use them as navigation tools.	Multitask by switching among open windows. Use keyboard shortcuts (e.g. Ctrl-x/cut, Ctrl-c/copy and Ctrl-v/paste)	Format page layout (margins, tabs, orientation, page breaks) Create a table.	In a presentation: • Create a presentation. • Use appropriate animation and transitions • Save and retrieve	Adjust privacy settings on email and social media websites to ensure safety.	Locate a spreadsheet cell by its row and column address. Adjust sizes of rows and columns.	
<b>6</b>	Use appropriate Search tools and strategies for specific assignments or projects.  Evaluate quality of Internet resources to determine credibility, timeliness and accuracy.	Use search or find to locate a file or program.	Add headers, footers, and page numbers to documents. Flow text around an image or table. Use spell check, find, and replace.	In a presentation: • Create a multimedia presentation. • Save and retrieve • Print as handouts.	Know what information you should not put on the internet because it is private or could put you in danger.	Create graphs and charts from data.	
<b>7</b>		Navigate file system (local and network)	Use outline tools for prewriting purposes (expand, collapse)	Create a multimedia presentation. Save, export and import graphics in a variety of formats	Understand the dangers of cyber-bullying. Understand what to do if you are a victim of cyber-bullying.	Find the sum of a column in a spreadsheet.	
<b>8</b>		Troubleshoot (i.e. Printing, finding a document), using a variety of technology devices.	Use a combination of tools to create publication quality documents	Create a multimedia presentation. Capture and utilize digitized video.	Know how to use the internet appropriately as a responsible consumer.	Insert and delete rows and columns. Perform arithmetic calculations in a spreadsheet. (add, subtract, multiply, divide) Sort data	