

**Third Grade Technology Skills Checklist**

<b>Student Name</b>		
<input type="checkbox"/>		<b>Accurately enter or copy a URL to reach a site:</b> Research Skills
<input type="checkbox"/>		<b>Launch programs and make selections using a menu:</b> Computing Skills
<input type="checkbox"/>		<b>Create, open and close a file:</b> Computing Skills
<input type="checkbox"/>		<b>Save and retrieve a file:</b> Computing Skills
<input type="checkbox"/>		<b>Format text (size, font, style, color, alignment):</b> Word Processing
<input type="checkbox"/>		<b>Use spell check and dictionary:</b> Word Processing
<input type="checkbox"/>		<b>Add and edit text in a presentation:</b> Graphics and Presentation
<input type="checkbox"/>		<b>Save a modified presentation:</b> Graphics and Presentation
<input type="checkbox"/>		<b>Learn how to create secure passwords:</b> Internet Safety
# Words per minute		<b>Improve words per minute:</b> Keyboarding
# Errors		<b>Improve accuracy:</b> Keyboarding
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Turn in Skills Checklist to your building principal by May 1<sup>st</sup>.