

Teacher: _____ School Year 20____-20_____

Fifth Grade Technology Skills Checklist

Student Name		
<input type="checkbox"/>		Create bookmarks and use them as navigation tools: Research Skills
<input type="checkbox"/>		Multitask by switching among open windows: Computing Skills
<input type="checkbox"/>		Use keyboard shortcuts (e.g. Ctrl-x/cut, Ctrl-c/copy and Ctrl-v/paste): Computing Skills
<input type="checkbox"/>		Format page layout (margins, tabs, orientation, page breaks): Word Processing
<input type="checkbox"/>		Create a table: Word Processing
<input type="checkbox"/>		Create a presentation. Graphics and Presentation
<input type="checkbox"/>		Use appropriate animation and transitions to enhance a presentation. Graphics and Presentation
<input type="checkbox"/>		Save and retrieve a presentation. Graphics and Presentation
<input type="checkbox"/>		Adjust privacy settings on email and social media websites to ensure safety: Internet Safety
<input type="checkbox"/>		Locate a spreadsheet cell by its row and column address: Spreadsheets & Databases
<input type="checkbox"/>		Adjust sizes of rows and columns: Spreadsheets & Databases
# words per minute		Improve words per minute: Keyboarding
# errors		Improve accuracy: Keyboarding

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Turn in Skills Checklist to your building principal by May 1st.