

Teacher: \_\_\_\_\_

School Year

20\_\_\_\_-20\_\_\_\_\_

**Fourth Grade Technology Skills Checklist**

<b>Student Name</b>		
<input type="checkbox"/>		<b>Search for information using teacher-selected Keywords or sites:</b> Research Skills
<input type="checkbox"/>		<b>Copy, cut and paste between windows or documents:</b> Computing Skills
<input type="checkbox"/>		<b>Make folders:</b> Computing Skills
<input type="checkbox"/>		<b>Edit text (cut, copy, paste, and move):</b> Word Processing
<input type="checkbox"/>		<b>Create bulleted or numbered lists:</b> Word Processing
<input type="checkbox"/>		<b>Create a presentation:</b> Graphics and Presentation
<input type="checkbox"/>		<b>Change the background in a presentation:</b> Graphics and Presentation
<input type="checkbox"/>		<b>Add and edit text in a presentation:</b> Graphics and Presentation
<input type="checkbox"/>		<b>Insert and resize clipart and images in a presentation:</b> Graphics and Presentation
<input type="checkbox"/>		<b>Save a presentation:</b> Graphics and Presentation
<input type="checkbox"/>		<b>Can spot and handle spam:</b> Internet Safety
<input type="checkbox"/>		<b>Locate data in a spreadsheet or chart:</b> Spreadsheets & Databases
<input type="checkbox"/>		<b>Enter and delete text or numeric data in a teacher-created spreadsheet:</b> Spreadsheets & Databases
# words per minute		<b>Improve words per minute:</b> Keyboarding
# errors		<b>Improve accuracy:</b> Keyboarding
<b>Student Name</b>		
<input type="checkbox"/>		<b>Search for information using teacher-selected Keywords or sites:</b> Research Skills
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<input type="checkbox"/>		<b>Create bulleted or numbered lists:</b> Word Processing:
<input type="checkbox"/>		<b>Can spot and handle spam:</b> Internet Safety
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<input type="checkbox"/>		<b>Insert and resize clipart and images in a presentation:</b> Graphics and Presentation
<input type="checkbox"/>		<b>Save a presentation:</b> Graphics and Presentation
# words per minute		<b>Improve words per minute:</b> Keyboarding
# errors		<b>Improve accuracy:</b> Keyboarding

Turn in Skills Checklist to your building principal by May 1<sup>st</sup>.