**Grade K**

**Common Core Standards:**

K. W. 6 With guidance and support from adults explore a variety of digital tools to produce and publish writing including

I can understand the different between a computer and tablet.

I can use a touch screen or mouse when using technology.

I can identify the curser, keyboard, monitor and printer.

I can find programs or navigate the internet with teacher assistance.

I can close windows while using a tablet or computer.

**Mouse/Tablet Skills**

I can …

* Control (one hand)
* Use my pointer finger to left click
* Drag-n-drop
* Open or Close Programs/Folders
* Use scroll wheel or touch screen

**Keyboarding**

I can …

* Correctly type letters to form words
* space bar (one space between words)
* enter to start a new line
* backspace
* shift to capitalize
* type name using correct capitalization

**Browser Skills:**

While using the internet I can…

* Open/Close a window
* Use the favorites bar/bookmarks
* Use hyperlinks
* Use back button
* Close a tab

**Internet Safety**

* Introduction to Internet Safety
  + Netsmartz
* I can follow the district AUP internet safety guidelines.
* I can keep my personal information to myself.
* I can use the internet with adult supervision.

**1st Grade**

**Common Core Standards**

1. W. 6With guidance and support from adults explore a variety of digital tools to produce and publish writing including in collaboration with peers

1. RI.5 Know and use various text features (e.g. headings, tables of contents, glossaries, electronics menus, icons) to locate key facts or information in a text

I can click on an icon to open a folder, file, the internet, or a program.

**Mouse Skills**

I can…

* Control the mouse with one hand
* Use my pointer finger to click
* Click and strike enter to open a program/folder
* Can close a program

**Tablet Skills**

I can…

* Use my pointer finger to slide/drag and click on touch screen
* Use my pointer finger to double click to open a program/folder using the mouse pad and/or touch screen
* Use two pointer fingers, left hand click and hold right hand move, the mouse pad to drag and drop
* Use two fingers to zoom in and out on the touch screen

**Keyboarding**

I can…

* Correctly type letters to form words
* Space bar (one space between words)
* Enter to start a new line
* Backspace to delete
* Shift to capitalize
* Type name using correct capitalization

**Browser Skills**

I can …

* Open/Close
* Use the favorites bar/bookmarks
* Use hyperlinks
* Use back button
* Resizing windows

**Wixie/ Microsoft Word Skills**

I can…

* Change font
* Change color
* Change size
* Highlight text
* Punctuation: period
* Print a document using the toolbar
* Manipulate a template

**Internet Safety**

* Introduction to Internet Safety
  + Netsmartz
* I can follow the district AUP internet safety guidelines.
* I can keep my personal information to myself.
* I can use the internet with adult supervision.

**2nd Grade**

**Common Core Standards**

2. W. 6 With guidance and support from adults use a variety of digital tools to produce and publish writing including in collaboration with peers

2. SL.5 Create audio recordings of stories or poems; add drawings or other visual displays to stories or recounts of experiences when appropriate to clarify ideas, thoughts, and feelings.

2. RI.5 Know and use various text features (e.g., captions, bold print, subheadings, glossaries, indexes, electronic menus, icons) to locate key facts or information in a text efficiently.

**Mouse Skills**

I can…

* Right click to access a menu

**Tablet Skills**

I can …

* Highlight using the mouse pad or touch screen

**Keyboarding**

I can …

* Correctly type letters to form words
* Space bar (one space between words)
* Enter to start a new line
* Backspace to delete
* Shift to capitalize
* Type name using correct capitalization

**Browser Skills**

I can …

* Resize windows
* Utilize tabs

**Wixie/Microsoft Word Skills**

I can …

* Highlight text
* Punctuation/capitalization: begin & end sentences correctly
* Tabs/toolbars
* Add audio to a project
* Use text effect features (**Bold,** *Italics,* Underline)

**Internet Safety**

* Introduction to Internet Safety
  + Netsmartz
* I can follow the district AUP internet safety guidelines.
* I can keep my personal information to myself.
* I can use the internet with adult supervision.
* I can report unsafe sites to adults.
* I can turn off my monitor if something makes me feel scared, uncomfortable or confused.

**Powerpoint**

I can …

* Complete a presentation from a template
* Insert picture from clipart

**3rd Grade**

**Common Core Standards**

3.RI.5Use text features and search tools (e.g., key 5. words, sidebars, hyperlinks)to locate information relevant to a given topic efficiently.

3.W.6Use technology to produce and publish writing (using keyboard skills) as well as to interact and collaborate with others.

3.SL.5Create engaging audio recordings of stories or poems that demonstrate fluid reading at an understand pace & etc.

**Keyboarding**

I can …

* Correct finger position on home row
* Type first and last name using correct capitalization
* Arrow keys to arrow up, down, left, right
* Print a document using commands

**Microsoft Office Skills**

I can …

* Insert WordArt
* Insert pictures from other sources
* Use the tab key to indent a paragraph
* Save a document
* Insert/delete slides
* Insert information into Powerpoint
* Cut, copy and paste images
* Adjust background color/formats
* Use the different toolbars
* Insert Word art
* Use the following punctuation , . ! ? ‘
* Save

**Removable Disk/Flash Drive**

* Insert my flash drive properly
* Open a file from my flash drive
* Save to my Save
* Locate folders & documents
* Safely effect flash drive

**Browser Skills**

I can …

**Internet Safety**

* Introduction to Internet Safety
  + Netsmartz
* I can follow the district AUP internet safety guidelines.
* I can keep my personal information to private.
* I can use the internet with adult supervision.
* I can report unsafe sites to adults.
* I can turn off my monitor if something makes me feel scared, uncomfortable or confused.

**4th Grade**

**Common Core Standards**

4.RI.7Interpret information presented visually, orally, or 7. Quantitatively (e.g., in charts, graphs, diagrams, time lines, animations, orinteractive elements on Web pages) and explain how the information contributes to an understanding of the text in which it appears.

4.W.6 Demonstrate sufficient command of keyboarding skills to type a minimum of one page in a single sitting

4.W.6 Use technology, including the internet to produce and publish writing as well as to interact and collaborate with others

4 SL.5Add audio recordings and visual displays to presentations when appropriate

**Mouse Skills**

* Control (one hand)
* One finger to click
* Drag-n-drop
* Open or Close Programs/Folders
* Right click - copy/paste/cut

**Keyboarding:**

* Finger position
* Type 6 words per minute at 92% accuracy (Ultrakey)
* space bar
* enter
* backspace
* shift
* arrow keys
* number pad
* use commands -, ctrl+v (paste), ctrl+c (copy), ctrl+X (cut), ctrl+z (undo)

**Browser Skills:**

* Open/Close
* Use the favorites bar
* Use hyperlinks
* Use back button
* Basic search skills (Google)
* Multiple windows/tabs
* Locate webpages by typing in URLs

**Microsoft Word Skills:**

* Change font , color & size
* Highlight text
* Letter recognition
* Punctuation: period, exclamation, question mark
* Copy, cut, paste using keyboard commands, right click and or the tool bar
* Insert pictures & clipart
* use the shortcut buttons to align & space

**Internet Safety:**

* Personal information
* Adult supervision
* Email etiquette

**PowerPoint**

* Insert/delete slides
* Insert information into template
* Background color/formats
* Toolbars
* Insert pictures from a folder, the internet, or clipart
* Insert Word art
* Insert transitions & sound

**Removable Disk/Flash Drive** –

* Rename
* Save
* Locate folders & documents
* Proper removal

**Vocabulary Words**

* CPU
* Click & drag
* Disk drive
* Folder
* File
* Icon
* Internet
* Program
* Short cut
* Webpage
* Mouse
* Scroll wheel
* Scroll
* Browser
* Document
* Edit
* Delete
* Backspace
* Font
* Text
* Tabs
* Toolbars
* URL
* Virus
* Firewall

**5th Grade**

**Computer Skills**

* Save files to a flash drive
* Rename file
* Locate and open file on a flash drive or network folder
* Keyboard 8 WPM with 90% accuracy

**Word Processing Skills**

* Add header, footer, page numbers to document
* Change alignments
* Change fonts
* Add text and page borders
* Add text borders
* Change columns
* Change View – zoom
* Insert pictures, clip art, shapes, Word Art
* Change Paper Orientation
* Change margins
* Use text wrap
* Crop pictures
* Add bullets and numbers
* Use Synonyms/ Thesaurus to replace words
* Use Spellcheck tools
* Use “Drag & Drop” to move pieces of text

**Internet**

* Narrow a search by adding more key words
* Copy & paste from Internet to word processing

document (URLs, text, pictures)

* Open new tab/window
* Create and use a hyperlink
* Identify internet dangers and ways to avoid them

**Excel**

* Create a graph

**PowerPoint**

* Create presentation
* Insert shapes
* Resize text boxes
* Add transitions & animations

**Common Core Standards**

* Demonstrate sufficient command of keyboarding skills to type a minimum of two page in a single sitting CC.5 W.6
* Use technology, including the internet to produce and publish writing as well as to interact and collaborate with others CC: 5.W.6
* Create multimedia presentations CC 5 SL 5

**Vocabulary**

* Header
* Footer
* Zoom
* Orientation
* Text wrap
* Crop
* Bullets
* Synonyms
* Thesaurus
* Browser
* URL
* Hyperlink
* Transition
* Animation
* Cyberbullying
* Predator

**6th Grade**

**Common Core Standards**

Use header/footer, columns, formatting, graphics, charts, tables CC.6.W.2

Use technology, including the internet to produce and publish writing as well as to interact and collaborate with others CC.6.W.6

The skills below address CC.6.W.8

Creating multimedia presentations CC.6.SL.5

**Computer Skills**

* Keyboarding - 10 WPM with 90% accuracy

**Word Processing Skills**

* Change line spacing
* Add shapes
* Insert symbol
* Insert superscripts & subscripts
* Use Find/Replace tools
* Insert Drop Cap letters
* Create a table
* Add special effects to pictures
* Use Tab key to indent paragraphs
* Add page and text borders
* Add Columns

**Internet**

* Identify internet dangers and ways to avoid them
* Cite bibliographic sources
* Evaluate websites for reliability, accuracy and currency

**Excel**

* Create a graph/chart
* Sort & manipulate data

**PowerPoint**

* Create presentation
* Add pictures from Internet
* Add audio/music
* Add transitions, animations
* Add/rehearse timings

**Vocabulary**

* Symbols
* Superscripts
* Subscripts
* Drop Cap
* Table
* Indent
* Tab
* Format Painter
* Text border
* Bibliography
* Citation
* Reliability
* Accuracy
* Copyright
* Infringement
* Manipulate
* Transitions
* Animations
* Sexting

**7th Grade**

**Common Core Standards**

**Keyboarding Skills**

* 6.W.6. Demonstrate sufficient command of keyboarding skills to type a minimum of three pages in a single setting
* 7.RI. 1. Cite several pieces of textual evidence to support analysis of what the text says explicitly as well as inferences drawn from the text.
* 7.RI.7. Compare and contrast a text to an audio, video or multimedia version of the text, analyzing each medium‘s portrayal of the subject (e.g., how the delivery of a speech affects the impact of the words).
* 7.W.6 Use technology, including the internet to produce and publish writing as well as to interact and collaborate with others.
* 7.W.2 Write information/explanatory texts to examine a topic and convey ideas, concepts, and information through the selection, organization, and analysis of relevant content.
  + Use header/footer, columns, formatting, graphics, charts, tables
  + Change printing options
  + Use maximize and minimize
  + Format document
  + Hanging Indent

**Browser Skills**

* I can electronically organize my assignments.
* I can electronically turn in assignments.
* I can site sources used during research in appropriate format.
* I can save files to an electronic source.
* I can use programs to create documents that I will turn in electronically.
* I can use online resources to create electronic presentations.
* I can use an online library to search for resources.
* I can use resources to support writing without plagiarizing while writing.

**Microsoft Office Skills**

* I can use Excel formulas to solve mathematical equations.
* I can apply programs that are needed to complete a project.
* I can save files as different types.
* I can recognize the different file types. and what programs they associate with.
* I can create an electronic presentation to support curricular content.
* I can use technology to produce a piece of writing and publish it.

**Computer Skills**

* I can identify the main components of a computer that help me to use the computer properly.

**Internet Safety**

* I can follow the district AUP internet safety guidelines.

**8th Grade**

**Common Core Standards Keyboarding Skills**

* 6.W.6. Demonstrate sufficient command of keyboarding skills to type a minimum of three pages in a single setting
* 8.RI 1.Cite the textual evidence that most strongly supports an analysis of what the text says explicitly as well as inferences drawn from the text.
* 8.RI 7. Evaluate the advantages and disadvantages of using different mediums (e.g. print or digital text, video, multimedia) to present a particular topic or idea.
* 8.W.2 Write informative/explanatory texts to examine a topic and convey ideas, concepts, and information through the selection, organization, and analysis of relevant content.
  + Use header/footer, columns, formatting, graphics, charts, tables
  + Change printing options
  + Use maximize and minimize
  + Use hanging indent

**Spreadsheet**

* + Entering numbers
  + Use simple formulas
  + Making charts/graphs
  + Modify charts (label axis)
  + Add Title
* 8.W.6 Use technology, including the internet to produce and publish writing and present the relationships between information and ideas efficiently.
* 8.W.8 Gather relevant information from multiple print and digital sources, using search terms effectively; assess the credibility and accuracy of each source; and quote or paraphrase the data and conclusions of others while avoiding plagiarism and following a standard format for citation.
  + Open and navigate website
  + Access online resources
  + Develop searches using appropriate keywords
  + Evaluate websites
  + Cite sources used during research
* 8.SL.5 Integrate multiple sources of information presented in diverse formats and media (e.g., visually, quantitatively, orally) in order to make informed decisions and solve problems, evaluating the credibility and accuracy of each source and noting any discrepancies among the data.
  + Creating multimedia presentations

**Browser Skills**

* I can electronically organize my assignments.
* I can electronically turn in assignments.
* I can site sources used during research in appropriate format.
* I can save files to an electronic source.
* I can use programs to create documents that I will turn in electronically.
* I can use online resources to create electronic presentations.
* I can use an online library to search for resources.
* I can use resources to support writing without plagiarizing while writing.

**Microsoft Office Skills**

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* I can create an electronic presentation to support curricular content.
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**Computer Skills**

* I can identify the main components of a computer that help me to use the computer properly.

**Internet Safety**

* I can follow the district AUP internet safety guidelines.