

## **TECH SKILLS & PROJECTS (SUGGESTED) KINDERGARTEN - 5TH GRADE**

### **Kindergarten**

- Name parts of a computer
- Can turn computer on/off
- Use keyboard & mouse, menus and basic shortcuts
- Follows established procedure when asking for help
- Can visually compare own screen with instructors'
- Open basic programs
- Draws/paints a picture with graphics program
- Save a document with assistance
- Open and close windows
- Access Internet sites
- Types first & last names with initial capital letters

### **First Grade**

- Knows the difference between an application & a website
- Type 5-10 wpm with 85% + accuracy
- Knows the home row (but does not necessarily master its use)
- Word processes a sentence with proper capitals, spacing, ending punctuation

### **Second Grade**

- Word Process a paragraph with proper capitals, punctuation, indentation, and centering of title
- Know drawing program basic tools (pencil, brush, line, fill bucket, eraser)
- Create Slideshow from photos and/or drawings imported with teacher assistance that conveys an experience shared or a concept learned
- Create a PowerPoint presentation (less than 5 slides) from template

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- Use *Scott Foresman Digital Path* to access student text, activities, and view video footage
- Types username and password independently when needed
- Be able to type a URL in the address bar, example: [www.starfall.com](http://www.starfall.com)
- Identifies active links on a website, follows them, uses back button
- Type 8-15 wpm with 85% + accuracy
- Know how to type symbols (i.e. '#', '\$', '%')
- Differentiate between Shift key and Caps Lock

### **Third Grade**

- Competently uses Microsoft Word™
- Masters capitalizing, punctuation, indenting, centering
- Makes attempt at spell checking writing
- Uses basic formatting tools and pallets
- Uses quotation marks in dialog
- Performs basic cut/paste within application, and between applications;  
i.e: image or text from web to Word, KidPix to Word
- Writes a Friendly Letter with proper formatting
- Creates a 4-6 slide PowerPoint™ adding at least one image
- Saves to a specified folder or location
- Imports pictures
- Uses standard keyboard shortcuts (Apple-S = Save, Apple-P = Print, etc...)
- Understands and follow rules of Internet Safety
- Types 10-20 wpm with 85% + accuracy

### **Fourth Grade**

- Masters word processing (tools, pallets, shortcuts, spellcheck, save, print)
- Writes multiple paragraphs

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- Saves to designated location or media independently; opens saved files from location
- Uses Excel Spreadsheets (Data Table, Sum, Average, Graphs)
- Graphs own OCR fluency progress using Excel
- Switches between active applications using System Tray, Dock, etc...
- Uses the Internet competently, safely; evaluates/judges sites for legitimacy, appropriateness
- Creates a webpage or other multimedia project with research acquired through the Internet and other sources (books, interview)
- Creates a research bibliography of books and websites with clickable links in Word or PPT
- Creates acrostic poem with formatted title and initial caps
- Types 15-25 wpm with 85% + accuracy
- Restarts computer and diagnoses basic problems
- Serves as peer tutor to others to mastery of specific skill

### **Fifth Grade**

- Creates video project independently, including shooting video, transferring content to computer, basic editing, publishing
- Navigates Internet independently/safely; teach others how to perform common web-based tasks
- Explains anatomy of web URL (suffixes, folder hierarchy)
- Performs efficient searches for specific information in articles, images, events
- Publish projects independently (incorporating skills above)
- Acts as a member of editing team for school website, school newspaper, literary magazine, yearbook (incorporating skills above)
- Participates in videoconference and/or IM chat
- Type 20-30 wpm with 85% + accuracy

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If students master 90% or more of the skills listed on these pages by the time they graduate elementary school, they are likely to be academic leaders in their middle schools.