

# Technology Skills – 1<sup>st</sup> Grade

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*All First Grade students will experience the following key skills with assistance as needed:*

## Basic Operations and Concepts

- Use standard technology vocabulary to identify computer and audiovisual hardware
- Use standard and appropriate computer terminology
- Develop proper care and handling of technology hardware and software
- Keep work areas clean and free of food/drink, dust and magnets
- Use hands only to manipulate or operate hardware
- Identify parts of the computer
- Use the mouse for pointing, clicking, double-clicking and dragging
- Identify parts of the desktop/front-end screen
- Open, use and quit programs with teacher direction
- Use shift key
- Use punctuation keys
- Use correct spacing
- Save work and retrieve saved work with teacher direction
- Print work with teacher direction
- Encourage the use of the left hand for the left side of keyboard and the right hand for the right side of keyboard.
- Locate and use letters, numbers, backspace/delete, alt/option, return/enter, caps lock, cursor/arrow and spacebar
- Sit appropriately at computer

## Social, Ethical and Human Issues

### Responsible Use

- Adhere to proper instructional technology (ethics)
- Observe locally established policies and procedures for acceptable use of resources

## Productivity Tools

### Use a word processor to produce a document

- Use delete and backspace
- Use arrow keys to move about in document
- Begin to use various fonts, sizes and styles
- Use shift key to capitalize letters
- Begin using alignment (center)

- Understand word wrap feature
- Insert and delete letters, words, sentences and spaces with teacher direction Graphics Create or use graphics in a document
- Insert a graphic from a graphic library found within a program with some teacher direction
- Use graphic tools to create or modify a graphic.

## Research Tools

**Curriculum Related Software** - Use grade appropriate software to support and enhance curriculum

### Information Access and Use

- Beginning in Kindergarten, students will be introduced to the steps used in the research process.
- Investigate using the computer as a research tool with adult assistance
- Explore a variety of material by using an online catalog to locate information
- Explore primary multimedia encyclopedia and other developmentally appropriate material for research with adult assistance.

## Communication Tools

### Multimedia Tools and Presentations

- Name and use basic paint and drawing tools (ex. KidPix tools)
- Begin to operate instructional equipment in the classroom, media center, and computer lab, with teacher assistance
- Begin to use multimedia CD-ROMs with teacher assistance
- Begin to develop the use of storyboarding.
- Begin to use a multimedia presentation product which includes graphics, and sound capabilities.

### Video

- Participate in videotaping

## Problem Solving and Decision Making Tools

### Visual Literacy

- Attend to what is seen and heard