

Technology Skills – 2nd Grade

All Second Grade students will experience the following key skills with assistance:

Basic Operations and Concepts

Vocabulary

- Use standard technology vocabulary to identify computer and audiovisual hardware
- Use standard and appropriate computer terminology

Care and Maintenance

- 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

Computer Skills

- Identify parts of the computer
- Use the mouse for pointing, clicking, double-clicking and dragging
- Identify parts of the desktop/front-end screen
- Start, reboot/restart the computer with some teacher direction.
- Develop opening, using, closing and quitting a program independently.
- Develop saving and printing independently.
- Manipulate windows with teacher direction.

Keyboarding

- Sit appropriately at the computer.
- Develop keyboarding skills using left hand for left side and right hand for the right side of the keyboard.
- Locate and use letters, numbers, backspace/delete, alt/option, return/enter, caps lock, cursor/arrow and spacebar.
- Develop proper use of the space bar, punctuation and shift keys.

Social, Ethical and Human Issues

Social Responsible Use

- Collaborate with other classmates as a team members.
- Respect other's work and workspace.
- Demonstrate appropriate behavior when using equipment.

Social Responsible Use

- Observe copyright laws.
- Observe locally established policies and procedures for acceptable use of resources.
- Paraphrase; avoid plagiarism.

Productivity Tools

Use a word processor to produce a document

- Use delete and backspace
- Use arrow keys to move about in document
- Use various fonts, sizes and colors of text
- Use shift key to capitalize letters
- Begin to use the shift key to access symbols on top of keys (punctuation)
- Use alignment (center)
- Begin to use the I-beam to insert and delete letters, words, sentences and spaces
- Begin to understand word wrap feature
- Begin to use the Tab key to indent.

Graphics

- Use delete and backspace
- Use arrow keys to move about in document
- Use various fonts, sizes and colors of text
- Use shift key to capitalize letters
- Begin to use the shift key to access symbols on top of keys (punctuation)
- Use alignment (center)
- Begin to use the I-beam to insert and delete letters, words, sentences and spaces
- Begin to understand word wrap feature
- Begin to use the Tab key to indent.

Research Tools

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

Information Access and Use

- Begin to use technology resources to locate information with adult help.
- Locate books by searching the online catalog by author, with assistance.
- Locate primary level information in multi-media reference (a general electronic encyclopedia) with adult assistance.
- Using local guidelines, cite the sources of information used, 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.

Problem Solving and Decision Making Tools

Visual Literacy

- Begin to understand what is seen and heard.
- Use Multimedia Tools and Presentations
- Name and Use basic paint and drawing tools.