

Technology Skills – 4th Grade

All Fourth Grade students will experience the following key skills with assistance as needed to develop mastery:

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

Networking

- Access and save to classroom/shared folders
- Locate library materials using networked card catalog system

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

Keyboarding

- Sit appropriately at the computer.
- Perform touch typing; use home row with correct fingering and reach
- 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.
- Develop touch typing to 12-15 WPM.

Use a word processor

- Changes font, size, style, color and alignment of text
- Select, insert & delete text for editing purposes
- Cut, copy & paste for editing purposes
- Use spacing appropriately
- Use spell checker
- Place text and graphics together
- Produce a document independently (i.e. book report, flyer, etc.)

Spreadsheet Introduction (with assistance)

- Use a template or class generated spreadsheet with assistance
- Identify components of a spreadsheet (e.g. cell, column, row)
- Add data to cells and edit as necessary
- Perform simple function on rows or columns of data (i.e. addition)
- Choose and produce appropriate graph to represent data

Database Introduction (optional and/or with assistance)

- Collect and add data to a previously created database template
- Sort data to find relationships

Research Tools

Information Access and Use

- Use appropriate curriculum based software to research a topic
- Use computer simulations within curriculum

Communication Tools

Internet

- Use Search Engines
- Acquire images from Internet
- Use keywords to conduct search
- Locate site by URL/ bookmark
- Add and organize bookmarks
- View and save "source" materials
- Download files and save to appropriate folder
- Send and receives e-mail

Problem Solving and Decision Making Tools

Multimedia Tools and Presentations

- Plan scope and sequence of a project using project planner & storyboard
- Use color, text styles& sound that compliment the overall project
- Create fields, buttons, graphics and/or links
- Navigate using buttons or links
- Use graphic tools to insert, import, edit and manipulate text & graphics
- Begin to use peripherals, software and the web to acquire media (ex. scanner, VCR, or digital camera, digital images on a web site, etc)
- Record and import sound
- Use VCR to start, stop, play and record
- Record video using a video camera (optional)
- Digitize and import video into multimedia presentation (optional)