

Technology Skills – 5th Grade

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

Basic Operations and Concepts

Vocabulary

- Use standard technology vocabulary to identify hardware
- Use standard 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
- Sit appropriately at computer
- Use hands only to manipulate or operate hardware

Computer Skills

- Use the mouse for pointing, clicking, double-clicking and dragging
- Identify computer parts
- Identify parts of the desktop/front-end screen
- Open, use and quit programs with teacher direction
- Print work with teacher direction
- Locate and use letters, numbers, backspace/delete, return/enter, space bar
- Use the shift key
- Use correct spacing
- Manipulate windows independently
- Use the following computer skills independently:
- Select, open, use and quit a program; save and retrieve information; print; start and shut down a computer independently.
- Continue formal keyboarding, developing speed and accuracy
- Format disks with teacher direction

Networking

- Access and save to classroom/shared folders
- Locate library materials using networked card catalog system
- Use network to select printer.

Social, Ethical and Human Issues

Ethics - Responsible Use

- Follow the school Acceptable Use Policy (AUP) (locally established policies and procedures for acceptable use of resources)
- Respect the privacy of other students' work
- Respect copyright laws (Cite all electronic sources for any type of research report, assignment, stack or web page)
- Respect software licensing; do not bring software to school
- Use proper computing etiquette
- Use technology resources and information responsibly

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.
- Improve touch-typing to 20 WPM.

Use a word processor

- Use delete and backspace
- Use arrow keys to move about in document
- Use different ways to select information (highlight text)
- Use various fonts, sizes and styles
- Use shift key to capitalize letters and access key tops
- Use alignment
- Select page setup to change orientation of page
- Understand word wrap feature
- Use I-beam to insert and delete letters, words, sentences, spaces and returns
- Use spell check
- Use automatic tab settings
- Use cut, copy, and paste
- Begin to use headers and footers
- Begin to use columns
- Begin to set document margins

Spreadsheet Introduction (optional)

- 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

Graphics

- Create or use graphics in a document
- Insert a graphic from a graphic library found within a program with teacher direction
- Use graphic tools to create or modify a graphic
- Understand difference between graphics tool and text tool
- Manipulate graphics

Curriculum Related Software

- Use grade appropriate software to support and enhance curriculum

Databases

- Begin to recognize and understand some uses of a database

Multimedia Tools and Presentations

- Operate instructional equipment in the classroom, media center and computer lab to use/create materials
- Select appropriate instructional equipment relevant to a task
- Use multimedia CD-ROMs
- Use storyboarding to organize a presentation
- Use a multimedia presentation product
- Create multimedia presentations
- Use computer peripherals

Video

- Participate in videotaping

Research Tools

Visual Literacy

- Understand, interpret, analyze and apply what is seen and heard
- Recognize use of video in news formats and/or broadcast television

Information Access and Use

- Identify topic and formulate questions for information needs
- Use technology resources to locate information
- Select, evaluate, analyze and synthesize information
- Record and organize information
- Use bibliographic form to record sources of information

- Report findings in written, oral or visual presentations
- Access and use the on-line periodical index
- Access and use all information retrieval programs in the Media Center using Boolean searching strategies, subject and keyword searching with adult assistance
- Research and Information Retrieval
- Use appropriate curriculum based software

Communication Tools

Telecommunications

- Follow the school Safety/Acceptable Use Policy
- Understand the purpose of telecommunications for research and communication
- Understand common terminology associated with telecommunications
- Expand usage of sources of information from beyond the school
- Compose and send e-mail message in groups or by individuals

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 and sound that are aesthetically congruent with goals of project
- Navigate using buttons or links
- Create fields, buttons, graphics, and/or links
- Create, insert, import, edit and manipulate text & graphics
- Use peripherals, software and the web to acquire digital media (ex. video camera, digital camera, scanner, VCR, etc.) within limits of existing equipment.
- Record, edit and import sound into stack, slide, web page
- Use a VCR to start, stop, play and record
- Record video using a video camera (optional)
- Digitize and imports video into multimedia presentation (optional)