

Technology Skills – 6-8th Grade

All Sixth to Eighth 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 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

- Create and use a structure of files and folders.
- Use the find command to locate files and folders.
- Multitask by running 2 programs at once with several open windows.
- Troubleshoot using force-quit, reboot.
- Use the finder/desktop to change and open active applications.
- Use keyboard shortcuts to save, copy, cut, paste, undo and quit in place of the menu.

Networking

- Locate and select server to access and use correct files.
- Save files in Personal Drive Folder
- Copy files to and from a shared folder, input text into preformatted templates, save and print.

Social, Ethical and Human Issues

Responsible Use

- Practice all the MSD Safety/Acceptable Use Policy (locally established policies and procedures for acceptable use of resources).
- Respect the privacy of other students' data and work space.
- Understand and abide by copyright laws.
- Discriminate between ethical and unethical information access.

Productivity Tools

Keyboarding

- Master touch typing at 25 WPM and 95% accuracy using test software.
- Demonstrate proper hand, body, and finger position and reach.

Use a Word Processor/Desktop Publishing

- Create, save, and print a document correctly.
- Edit text using spell check, thesaurus.
- Adjust page orientation, layout, size, and alignment.
- Set and change tabs, margins, and indentation.
- Insert and edit headers and footers.
- Import and manipulate graphic formats to complement project (JPEG, GIF, PICT).
- Discriminate function between paint and draw tools.
- Merge and edit drawing and or Painting with desktop publishing.

Spreadsheets

- Create a simple spreadsheet and understand its use.
- Understand vocabulary such as cell, row, and column.
- Change column width and row height.
- Use simple mathematical formulas to perform calculations and help analyze data.
- Create various forms of display (graphs) for data sets.
- Collect, organize, and represent data sets that have one or more variables.
- Identify relationships among variables within a data set.

Graphics

- Create or manipulate graphics.

Databases

- Create a simple database and understand its use.
- Understand the vocabulary of databases, such as field, record, sort and layout.
- Collect and input data to extend a database.
- Delete, duplicate and sort records.

Research Tools

Curriculum Related Software

- Use grade appropriate software to support and enhance curriculum

Research and Information Retrieval

- Use search tools to locate relevant course work information.
- Refine search beyond simple keywords using search strategies (e.g., + -)
- Use Boolean logic to search (e.g., and, or, not)
- Use bookmarks to organize subject information.

Communication Tools

Internet

- Evaluate relevance and validity of Internet resources.
- Use correct bibliographic format to cite reference sources
- Download and save text and graphics to a file and print.
- Send and reply to class project email messages.

Problem Solving and Decision Making Tools

Multimedia Tools and Presentations

- Plan scope and sequence of a project using project planner or storyboard
- Use color, text, styles, sound, buttons and links that compliment the project.
- Import a graphic, movie, and video to compliment the project.
- Record and import sound from peripheral sources to compliment the project.
- Evaluate multimedia projects effectively.
- Operate a flatbed scanner, digital camera, video camera and accompanying software correctly.
- Use a media display device (projector) to present project.