

The following Technology Standards have been arranged using the "Familiar (F)," "Important (I)," and "Enduring (E)" benchmarks set by the District.

"F" standards are introduced to be reinforced at a later time.

"I" standards indicate that MOST students will achieve 75% proficiency.

"E" standards indicate that ALL students will achieve 75% proficiency.

Kindergarten

1. Basic Computer Knowledge

1.1 - Basic Computer Use

F

- 1.1.01 can explain what a computer does
- 1.1.02 can start and restart a computer
- 1.1.03 utilize developmentally appropriate and accurate terminology to communicate effectively in a technological society
- 1.1.05 can identify a mouse and explain how it works
- 1.1.06 can move a mouse and point to a desired location
- 1.1.08 can select a file using a mouse
- 1.1.10 can close a window using a mouse
- 1.1.11 can open a window using a mouse
- 1.1.14 can close a file and/or quit a program using a mouse
- 1.1.15 can open a file and/or start a program using a mouse
- 1.1.25 can print from an open application

1.3 - Keyboarding

F

- 1.3.01 know the relative position of the keys on a keyboard
- 1.3.02 identify and use letter and number keys
- 1.3.03 use informal keyboarding skills (left hand on left side of keyboard, right hand on right side of keyboard, thumb on space bar, etc.)
- 1.3.06 show proper posture
- 1.3.12 show proper space bar technique

1.4 - Operating Systems

F

- 1.4.01 can identify icons for applications, documents, folders, and disks
- 1.4.02 can locate the menu bar and pull down each menu

1.5 - Networking

F

- 1.5.01 can log on and off a network
- 1.5.07 can print documents to a network printer
- 1.5.08 know the importance of password security

2. Social, Ethical, and Human Issues

2.1 - Responsible Use

F

- 2.1.01 demonstrate proper care of hardware (computer, peripherals, other equipment and media)
- 2.1.02 demonstrates acceptable behavior at the computer and in the lab

2.2 - Information Ownership

F

- 2.2.01 understand and abide by the BHUSD Acceptable Use Policy
- 2.2.02 respects the privacy of other students' data and work space

2.3 - Implications of Technology Use

F

- 2.3.01 explain types of tasks for which technology may be used in school, home, and business

6. Multimedia Authoring / Presentations / Graphics

6.1 - Graphics

F

- 6.1.01 student can use paint & draw programs

1st Grade

1. Basic Computer Knowledge

1.1 - Basic Computer Use

F

- 1.1.03 utilize developmentally appropriate and accurate terminology to communicate effectively in a technological society
- 1.1.07 can click and drag a mouse
- 1.1.09 can choose a command from the menu bar using a mouse
- 1.1.12 can move a window using a mouse

I

- 1.1.01 can explain what a computer does
- 1.1.02 can start and restart a computer
- 1.1.05 can identify a mouse and explain how it works
- 1.1.06 can move a mouse and point to a desired location
- 1.1.08 can select a file using a mouse
- 1.1.10 can close a window using a mouse
- 1.1.11 can open a window using a mouse
- 1.1.14 can close a file and/or quit a program using a mouse
- 1.1.15 can open a file and/or start a program using a mouse
- 1.1.25 can print from an open application

1.2 - Computer Hardware/Software

F

- 1.2.01 can identify the parts of a computer

1.3 - Keyboarding

F

- 1.3.01 know the relative position of the keys on a keyboard
- 1.3.02 identify and use letter and number keys
- 1.3.03 use informal keyboarding skills (left hand on left side of keyboard, right hand on right side of keyboard, thumb on space bar, etc.)
- 1.3.05 can type words, phrases, sentences
- 1.3.06 show proper posture
- 1.3.10 show proper Return / Enter Key technique and use
- 1.3.12 show proper space bar technique

1.4 - Operating Systems

F

- 1.4.01 can identify icons for applications, documents, folders, and disks
- 1.4.02 can locate the menu bar and pull down each menu

1.5 - Networking

F

- 1.5.01 can log on and off a network
- 1.5.07 can print documents to a network printer

I

- 1.5.08 know the importance of password security

2. Social, Ethical, and Human Issues

2.1 - Responsible Use

F

- 2.1.01 demonstrate proper care of hardware (computer, peripherals, other equipment and media)
- 2.1.03 discuss basic issues related to responsible use of technology systems and software and information including personal consequence of inappropriate use
- 2.1.04 explain the consequences of unethical use of technology (hacking, viruses, worms, etc...)

I

- 2.1.02 demonstrates acceptable behavior at the computer and in the lab

2.2 - Information Ownership

I

- 2.2.01 understand and abide by the BHUSD Acceptable Use Policy
- 2.2.02 respects the privacy of other students' data and work space

2.3 - Implications of Technology Use

F

- 2.3.01 explain types of tasks for which technology may be used in school, home, and business

3. Word Processing

3.1 - General

F

- 3.1.01 can open and create new documents
- 3.1.02 understands the concept of the insertion point & the cursor
- 3.1.03 can enter text in a word processing program
- 3.1.08 can edit text
- 3.1.12 can close from the menu bar, icons and key commands

3.4 - Printing

F

- 3.4.01 can print entire file

3.5 - Text Formatting

F

- 3.5.01 can change text to bold, underline or italic
- 3.5.02 can change font styles and size
- 3.5.03 can highlight text by dragging the mouse over text

6. Multimedia Authoring / Presentations / Graphics

6.1 - Graphics

F

- 6.1.01 student can use paint & draw programs
- 6.1.02 can produce a document using graphic software

6.3 - Graphics Tools

F

- 6.3.01 can use the draw/paint tools to draw a picture/object

7. Internet / Research

7.2 - Research Skills

F

- 7.2.03 use the Internet to access information
- 7.2.20 use technology in the research process

2nd Grade

1. Basic Computer Knowledge

1.1 - Basic Computer Use

F

- 1.1.04 can manage multiple applications
- 1.1.12 can move a window using a mouse
- 1.1.13 can re-size a window using a mouse
- 1.1.18 can change settings of the desktop
- 1.1.24 can identify different types of printers and their appropriate uses
- 1.1.26 can choose an appropriate printer
- 1.1.27 can choose a different printer on a local or network computer

I

- 1.1.01 can explain what a computer does
- 1.1.03 utilize developmentally appropriate and accurate terminology to communicate effectively in a technological society
- 1.1.07 can click and drag a mouse
- 1.1.09 can choose a command from the menu bar using a mouse

E

- 1.1.02 can start and restart a computer
- 1.1.05 can identify a mouse and explain how it works
- 1.1.06 can move a mouse and point to a desired location
- 1.1.08 can select a file using a mouse
- 1.1.10 can close a window using a mouse
- 1.1.11 can open a window using a mouse
- 1.1.14 can close a file and/or quit a program using a mouse
- 1.1.15 can open a file and/or start a program using a mouse
- 1.1.25 can print from an open application

1.2 - Computer Hardware/Software

F

- 1.2.01 can identify the parts of a computer

1.3 - Keyboarding

F

- 1.3.03 use informal keyboarding skills (left hand on left side of keyboard, right hand on right side of keyboard, thumb on space bar, etc.)
- 1.3.05 can type words, phrases, sentences
- 1.3.07 can use shift instead of caps lock to capitalize words
- 1.3.08 appropriately use the arrow keys and space bar
- 1.3.09 can set and use paragraph indent using tab key
- 1.3.10 show proper Return / Enter Key technique and use
- 1.3.11 show proper use of punctuation keys

I

- 1.3.01 know the relative position of the keys on a keyboard
- 1.3.02 identify and use letter and number keys
- 1.3.06 show proper posture
- 1.3.12 show proper space bar technique

1.4 - Operating Systems

F

- 1.4.03 can identify the active and non-active options in a menu
- 1.4.05 identify the functions and advantages of computer productivity software

I

- 1.4.01 can identify icons for applications, documents, folders, and disks
- 1.4.02 can locate the menu bar and pull down each menu

1.5 - Networking

F

- 1.5.05 save files to individual home directories

I

- 1.5.01 can log on and off a network
- 1.5.07 can print documents to a network printer
- 1.5.08 know the importance of password security

2. Social, Ethical, and Human Issues

2.1 - Responsible Use

F

- 2.1.03 discuss basic issues related to responsible use of technology systems and software and information including personal consequence of inappropriate use
- 2.1.04 explain the consequences of unethical use of technology (hacking, viruses, worms, etc...)
- 2.1.05 use Internet appropriately
- 2.1.06 use appropriate computer netiquette

I

- 2.1.01 demonstrate proper care of hardware (computer, peripherals, other equipment and media)

E

- 2.1.02 demonstrates acceptable behavior at the computer and in the lab

2.2 - Information Ownership

F

- 2.2.03 respect the privacy of all users through the use of security rules: copyright laws and fair use policies
- 2.2.04 understand copyright laws and policies with regard to ownership and use of electronic information
- 2.2.05 respects copyright laws and fair use policies
- 2.2.06 explain the consequence of copyright violation

I

- 2.2.01 understand and abide by the BHUSD Acceptable Use Policy

E

- 2.2.02 respects the privacy of other students' data and work space

2.3 - Implications of Technology Use

I

- 2.3.01 explain types of tasks for which technology may be used in school, home, and business

3. Word Processing

3.1 - General

F

- 3.1.04 can delete text using the delete and backspace keys
- 3.1.05 can cut, copy & paste text

- 3.1.06 can save and print a new document
- 3.1.08 can edit text
- 3.1.12 can close from the menu bar, icons and key commands
- 3.1.19 can use a word processor to create and format stories or poems
- 3.1.22 can retrieve saved word processing files

I

- 3.1.01 can open and create new documents
- 3.1.02 understands the concept of the insertion point & the cursor
- 3.1.03 can enter text in a word processing program

3.2 - Graphics

F

- 3.2.01 can create, copy, import, position & manipulate relevant graphics into a word processing document
- 3.2.02 can size graphics

3.4 - Printing

F

- 3.4.01 can print entire file
- 3.4.02 can use "Print Preview" feature

3.5 - Text Formatting

F

- 3.5.01 can change text to bold, underline or italic
- 3.5.02 can change font styles and size
- 3.5.03 can highlight text by dragging the mouse over text
- 3.5.09 can justify text (center, right, left, justified)
- 3.5.19 can space words and punctuation appropriately

3.6 - Tools

F

- 3.6.01 can use the spell checking feature to proof a document

6. Multimedia Authoring / Presentations / Graphics

6.1 - Graphics

F

- 6.1.04 can use a graphic to illustrate an idea in a document

I

- 6.1.01 student can use paint & draw programs
- 6.1.02 can produce a document using graphic software

6.2 - Graphics Editing

F

- 6.2.01 can access, capture & manipulate graphics/clip art

6.3 - Graphics Tools

F

- 6.3.01 can use the draw/paint tools to draw a picture/object
- 6.3.02 can use the pencil tool
- 6.3.03 can use the line tool
- 6.3.04 can use the paint bucket
- 6.3.05 can use the brush tool
- 6.3.06 can use the eraser tool

7. Internet / Research

7.2 - Research Skills

F

- 7.2.03 use the Internet to access information
- 7.2.20 use technology in the research process

3rd Grade

1. Basic Computer Knowledge

1.1 - Basic Computer Use

F

- 1.1.04 can manage multiple applications
- 1.1.16 can change the view of a window (arrange icons by large icons, small icons, or list, etc.)
- 1.1.17 can change the name of a file
- 1.1.18 can change settings of the desktop

- 1.1.19 understand file types (graphics, applications, multimedia)
- 1.1.21 use a variety of media and technology resources for directed and independent learning activities across the curriculum
- 1.1.23 access on-line information for instruction
- 1.1.24 can identify different types of printers and their appropriate uses
- 1.1.26 can choose an appropriate printer
- 1.1.27 can choose a different printer on a local or network computer
- 1.1.29 can view menu options for files (by right-clicking or ctrl-clicking on macs)

I

- 1.1.03 utilize developmentally appropriate and accurate terminology to communicate effectively in a technological society
- 1.1.07 can click and drag a mouse
- 1.1.09 can choose a command from the menu bar using a mouse
- 1.1.12 can move a window using a mouse
- 1.1.13 can re-size a window using a mouse

E

- 1.1.01 can explain what a computer does
- 1.1.02 can start and restart a computer
- 1.1.05 can identify a mouse and explain how it works
- 1.1.06 can move a mouse and point to a desired location
- 1.1.08 can select a file using a mouse
- 1.1.10 can close a window using a mouse
- 1.1.11 can open a window using a mouse
- 1.1.14 can close a file and/or quit a program using a mouse
- 1.1.15 can open a file and/or start a program using a mouse
- 1.1.25 can print from an open application

1.2 - Computer Hardware/Software

F

- 1.2.02 distinguish between input, output, and storage devices
- 1.2.03 demonstrate appropriate use of hardware (input/output devices) and media
- 1.2.04 can explain functions of motherboard, processor (CPU), and modem/network card
- 1.2.05 can explain what a hard drive is used for
- 1.2.06 can explain what a floppy disk is used for
- 1.2.07 can explain what RAM is and what it is used for
- 1.2.08 understand hardware/software compatibility

I

- 1.2.01 can identify the parts of a computer

1.3 - Keyboarding

F

- 1.3.04 identify and use home row keys
- 1.3.08 appropriately use the arrow keys and space bar
- 1.3.11 show proper use of punctuation keys
- 1.3.14 can type paragraphs
- 1.3.16 understand uses of command, option, control, alt, etc. keys of the keyboard
- 1.3.17 can use keyboard shortcuts

I

- 1.3.01 know the relative position of the keys on a keyboard
- 1.3.03 use informal keyboarding skills (left hand on left side of keyboard, right hand on right side of keyboard, thumb on space bar, etc.)
- 1.3.05 can type words, phrases, sentences
- 1.3.06 show proper posture
- 1.3.07 can use shift instead of caps lock to capitalize words
- 1.3.09 can set and use paragraph indent using tab key
- 1.3.10 show proper Return / Enter Key technique and use
- 1.3.12 show proper space bar technique

E

- 1.3.02 identify and use letter and number keys

1.4 - Operating Systems

F

- 1.4.03 can identify the active and non-active options in a menu
- 1.4.04 differentiate among operating systems
- 1.4.05 identify the functions and advantages of computer productivity software

E

- 1.4.01 can identify icons for applications, documents, folders, and disks
- 1.4.02 can locate the menu bar and pull down each menu

1.5 - Networking

F

- 1.5.02 can explain how a network operates
- 1.5.03 can explain the basic operation of a network server
- 1.5.04 can access and start programs on a network
- 1.5.05 save files to individual home directories
- 1.5.06 use multiple storage drives (A:/ S:/ U:/)

I

- 1.5.07 can print documents to a network printer

E

- 1.5.01 can log on and off a network
- 1.5.08 know the importance of password security

2. Social, Ethical, and Human Issues

2.1 - Responsible Use

F

- 2.1.05 use Internet appropriately
- 2.1.06 use appropriate computer netiquette

I

- 2.1.03 discuss basic issues related to responsible use of technology systems and software and information including personal consequence of inappropriate use
- 2.1.04 explain the consequences of unethical use of technology (hacking, viruses, worms, etc...)

E

- 2.1.01 demonstrate proper care of hardware (computer, peripherals, other equipment and media)
- 2.1.02 demonstrates acceptable behavior at the computer and in the lab

2.2 - Information Ownership

F

- 2.2.03 respect the privacy of all users through the use of security rules: copyright laws and fair use policies
- 2.2.04 understand copyright laws and policies with regard to ownership and use of electronic information
- 2.2.05 respects copyright laws and fair use policies
- 2.2.06 explain the consequence of copyright violation
- 2.2.07 obtain permission to use electronic media sources and products
- 2.2.08 cite electronic sources properly

I

- 2.2.01 understand and abide by the BHUSD Acceptable Use Policy

E

- 2.2.02 respects the privacy of other students' data and work space

2.3 - Implications of Technology Use

F

- 2.3.02 discuss the advantages and disadvantages associated with common uses of technology in daily life
- 2.3.03 determine considerations necessary to use electronic media sources and products
- 2.3.04 explain uses and advantages of telecommunications
- 2.3.05 evaluate the accuracy, appropriateness, relevance, comprehensiveness, and bias of electronic information
- 2.3.07 identify areas in which technology has impacted human lives

E

- 2.3.01 explain types of tasks for which technology may be used in school, home, and business

3. Word Processing

3.1 - General

F

- 3.1.04 can delete text using the delete and backspace keys
- 3.1.05 can cut, copy & paste text
- 3.1.06 can save and print a new document
- 3.1.08 can edit text
- 3.1.12 can close from the menu bar, icons and key commands
- 3.1.13 can move/copy text & graphics between two or more word processing documents
- 3.1.15 can copy & paste information into a word processing document including proper citations
- 3.1.16 can move/copy text and graphics between applications
- 3.1.19 can use a word processor to create and format stories or poems
- 3.1.22 can retrieve saved word processing files

I

- 3.1.01 can open and create new documents
- 3.1.02 understands the concept of the insertion point & the cursor
- 3.1.03 can enter text in a word processing program

3.2 - Graphics

F

- 3.2.01 can create, copy, import, position & manipulate relevant graphics into a word processing document
- 3.2.02 can size graphics
- 3.2.04 can change a graphic to be in front of text, in-line, behind text, imbedded and non imbedded etc...

3.3 - Page Layout

F

- 3.3.12 can generate letters

3.4 - Printing

F

- 3.4.02 can use "Print Preview" feature

I

- 3.4.01 can print entire file

3.5 - Text Formatting

F

- 3.5.03 can highlight text by dragging the mouse over text
- 3.5.04 can indent using the tab key
- 3.5.06 can format a document (text size, fonts, styles, etc.)
- 3.5.09 can justify text (center, right, left, justified)
- 3.5.19 can space words and punctuation appropriately

I

- 3.5.01 can change text to bold, underline or italic
- 3.5.02 can change font styles and size

3.6 - Tools

F

- 3.6.01 can use the spell checking feature to proof a document
- 3.6.03 understands the limitations of the spell and grammar checking feature

6. Multimedia Authoring / Presentations / Graphics

6.1 - Graphics

I

- 6.1.01 student can use paint & draw programs
- 6.1.02 can produce a document using graphic software
- 6.1.04 can use a graphic to illustrate an idea in a document

6.2 - Graphics Editing

F

- 6.2.02 can highlight/select a graphic using the arrow tool(edit tool) or frame/marquee tool
- 6.2.03 can move/copy a selected graphic or 'paint' area to another screen
- 6.2.04 can highlight/select a 'paint' area using the lasso or frame/marquee tool
- 6.2.05 insert graphics, clip art, digital pictures, paint, and/or original scanned artwork
- 6.2.06 can change the size or shape of an object using the edge handles
- 6.2.09 paste/import a clip art graphic
- 6.2.10 can change an object's pattern

I

- 6.2.01 can access, capture & manipulate graphics/clip art

6.3 - Graphics Tools

F

- 6.3.07 can change the pattern of the line, brush or bucket
- 6.3.08 can draw lines of different thicknesses

I

- 6.3.01 can use the draw/paint tools to draw a picture/object
- 6.3.02 can use the pencil tool
- 6.3.03 can use the line tool
- 6.3.04 can use the paint bucket
- 6.3.05 can use the brush tool
- 6.3.06 can use the eraser tool

6.5 - Sound

F

- 6.5.02 copy/download a sound file to the hard drive
- 6.5.03 record sound and save in digitized form
- 6.5.10 can identify and explain the difference between various sound formats (.wav, .mp3, .mid, .aiff, etc.)

7. Internet / Research

7.2 - Research Skills

F

- 7.2.01 identify keywords and types of information needed
- 7.2.03 use the Internet to access information
- 7.2.04 identify useful information from a search
- 7.2.15 take notes and paraphrase information and learning from a search
- 7.2.19 understands how an electronic encyclopedia functions
- 7.2.20 use technology in the research process
- 7.2.21 can identify key words, names, and phrases
- 7.2.22 search electronic card catalogs, electronic dictionaries, encyclopedias, and almanacs as appropriate

8. Email

8.1 - Basic Email Use

F

- 8.1.08 explain ways technology is used to transfer information

4th Grade

1. Basic Computer Knowledge

1.1 - Basic Computer Use

F

- 1.1.17 can change the name of a file
- 1.1.19 understand file types (graphics, applications, multimedia)
- 1.1.21 use a variety of media and technology resources for directed and independent learning activities across the curriculum
- 1.1.23 access on-line information for instruction
- 1.1.28 can back-up file(s) to another location (disk, server drive)

I

- 1.1.03 utilize developmentally appropriate and accurate terminology to communicate effectively in a technological society
- 1.1.04 can manage multiple applications
- 1.1.12 can move a window using a mouse
- 1.1.13 can re-size a window using a mouse
- 1.1.16 can change the view of a window (arrange icons by large icons, small icons, or list, etc.)
- 1.1.18 can change settings of the desktop
- 1.1.24 can identify different types of printers and their appropriate uses
- 1.1.26 can choose an appropriate printer
- 1.1.27 can choose a different printer on a local or network computer
- 1.1.29 can view menu options for files (by right-clicking or ctrl-clicking on macs)

E

- 1.1.01 can explain what a computer does
- 1.1.02 can start and restart a computer
- 1.1.05 can identify a mouse and explain how it works
- 1.1.06 can move a mouse and point to a desired location
- 1.1.07 can click and drag a mouse
- 1.1.08 can select a file using a mouse
- 1.1.09 can choose a command from the menu bar using a mouse
- 1.1.10 can close a window using a mouse
- 1.1.11 can open a window using a mouse
- 1.1.14 can close a file and/or quit a program using a mouse
- 1.1.15 can open a file and/or start a program using a mouse
- 1.1.25 can print from an open application

1.2 - Computer Hardware/Software

F

- 1.2.03 demonstrate appropriate use of hardware (input/output devices) and media
- 1.2.04 can explain functions of motherboard, processor (CPU), and modem/network card

1.2.08 understand hardware/software compatibility

I

1.2.01 can identify the parts of a computer
1.2.02 distinguish between input, output, and storage devices
1.2.05 can explain what a hard drive is used for
1.2.06 can explain what a floppy disk is used for
1.2.07 can explain what RAM is and what it is used for

1.3 - Keyboarding

F

1.3.04 identify and use home row keys
1.3.13 show proper keystroking technique
1.3.15 can type compositions
1.3.16 understand uses of command, option, control, alt, etc. keys of the keyboard
1.3.17 can use keyboard shortcuts

I

1.3.01 know the relative position of the keys on a keyboard
1.3.05 can type words, phrases, sentences
1.3.06 show proper posture
1.3.08 appropriately use the arrow keys and space bar
1.3.09 can set and use paragraph indent using tab key
1.3.10 show proper Return / Enter Key technique and use
1.3.11 show proper use of punctuation keys
1.3.14 can type paragraphs

E

1.3.02 identify and use letter and number keys
1.3.03 use informal keyboarding skills (left hand on left side of keyboard, right hand on right side of keyboard, thumb on space bar, etc.)
1.3.07 can use shift instead of caps lock to capitalize words
1.3.12 show proper space bar technique

1.4 - Operating Systems

I

1.4.03 can identify the active and non-active options in a menu
1.4.04 differentiate among operating systems
1.4.05 identify the functions and advantages of computer productivity software

E

1.4.01 can identify icons for applications, documents, folders, and disks
1.4.02 can locate the menu bar and pull down each menu

1.5 - Networking

F

1.5.02 can explain how a network operates
1.5.03 can explain the basic operation of a network server
1.5.04 can access and start programs on a network
1.5.06 use multiple storage drives (A:/ S:/ U:/)

I

1.5.05 save files to individual home directories

E

1.5.01 can log on and off a network
1.5.07 can print documents to a network printer
1.5.08 know the importance of password security

2. Social, Ethical, and Human Issues

2.1 - Responsible Use

I

2.1.05 use Internet appropriately
2.1.06 use appropriate computer netiquette

E

2.1.01 demonstrate proper care of hardware (computer, peripherals, other equipment and media)
2.1.02 demonstrates acceptable behavior at the computer and in the lab
2.1.03 discuss basic issues related to responsible use of technology systems and software and information including personal consequence of inappropriate use
2.1.04 explain the consequences of unethical use of technology (hacking, viruses, worms, etc...)

2.2 - Information Ownership

F

- 2.2.07 obtain permission to use electronic media sources and products
- 2.2.08 cite electronic sources properly

I

- 2.2.03 respect the privacy of all users through the use of security rules: copyright laws and fair use policies
- 2.2.04 understand copyright laws and policies with regard to ownership and use of electronic information
- 2.2.05 respects copyright laws and fair use policies
- 2.2.06 explain the consequence of copyright violation

E

- 2.2.01 understand and abide by the BHUSD Acceptable Use Policy
- 2.2.02 respects the privacy of other students' data and work space

2.3 - Implications of Technology Use

F

- 2.3.07 identify areas in which technology has impacted human lives

I

- 2.3.02 discuss the advantages and disadvantages associated with common uses of technology in daily life
- 2.3.03 determine considerations necessary to use electronic media sources and products
- 2.3.04 explain uses and advantages of telecommunications
- 2.3.05 evaluate the accuracy, appropriateness, relevance, comprehensiveness, and bias of electronic information

E

- 2.3.01 explain types of tasks for which technology may be used in school, home, and business

3. Word Processing

3.1 - General

F

- 3.1.07 can explain uses and advantages of word processing
- 3.1.09 can use the "save as" feature to create new versions of documents
- 3.1.10 can use save as to change location
- 3.1.13 can move/copy text & graphics between two or more word processing documents
- 3.1.15 can copy & paste information into a word processing document including proper citations
- 3.1.16 can move/copy text and graphics between applications
- 3.1.17 can type using proper keyboarding skills
- 3.1.19 can use a word processor to create and format stories or poems

I

- 3.1.01 can open and create new documents
- 3.1.02 understands the concept of the insertion point & the cursor
- 3.1.03 can enter text in a word processing program
- 3.1.04 can delete text using the delete and backspace keys
- 3.1.05 can cut, copy & paste text
- 3.1.06 can save and print a new document
- 3.1.08 can edit text
- 3.1.12 can close from the menu bar, icons and key commands
- 3.1.22 can retrieve saved word processing files

3.2 - Graphics

F

- 3.2.01 can create, copy, import, position & manipulate relevant graphics into a word processing document
- 3.2.04 can change a graphic to be in front of text, in-line, behind text, imbedded and non imbedded etc...

I

- 3.2.02 can size graphics

3.3 - Page Layout

I

- 3.3.12 can generate letters

3.4 - Printing

I

- 3.4.01 can print entire file
- 3.4.02 can use "Print Preview" feature

3.5 - Text Formatting

F

- 3.5.04 can indent using the tab key
- 3.5.06 can format a document (text size, fonts, styles, etc.)

I

- 3.5.01 can change text to bold, underline or italic
- 3.5.03 can highlight text by dragging the mouse over text
- 3.5.09 can justify text (center, right, left, justified)
- 3.5.19 can space words and punctuation appropriately

E

- 3.5.02 can change font styles and size

3.6 - Tools

F

- 3.6.03 understands the limitations of the spell and grammar checking feature

I

- 3.6.01 can use the spell checking feature to proof a document

6. Multimedia Authoring / Presentations / Graphics

6.1 - Graphics

I

- 6.1.04 can use a graphic to illustrate an idea in a document

E

- 6.1.01 student can use paint & draw programs
- 6.1.02 can produce a document using graphic software

6.2 - Graphics Editing

F

- 6.2.04 can highlight/select a 'paint' area using the lasso or frame/marquee tool
- 6.2.07 can move a graphic to another location on the screen
- 6.2.08 can duplicate an object
- 6.2.10 can change an object's pattern
- 6.2.16 use Word Art or similar to enhance titles (text)

I

- 6.2.01 can access, capture & manipulate graphics/clip art
- 6.2.02 can highlight/select a graphic using the arrow tool(edit tool) or frame/marquee tool
- 6.2.03 can move/copy a selected graphic or 'paint' area to another screen
- 6.2.05 insert graphics, clip art, digital pictures, paint, and/or original scanned artwork
- 6.2.06 can change the size or shape of an object using the edge handles
- 6.2.09 paste/import a clip art graphic

6.3 - Graphics Tools

I

- 6.3.01 can use the draw/paint tools to draw a picture/object
- 6.3.02 can use the pencil tool
- 6.3.03 can use the line tool
- 6.3.04 can use the paint bucket
- 6.3.05 can use the brush tool
- 6.3.06 can use the eraser tool
- 6.3.07 can change the pattern of the line, brush or bucket
- 6.3.08 can draw lines of different thicknesses

6.4 - Multimedia Presentations

F

- 6.4.01 prepare an electronic presentation

6.5 - Sound

F

- 6.5.02 copy/download a sound file to the hard drive
- 6.5.03 record sound and save in digitized form
- 6.5.10 can identify and explain the difference between various sound formats (.wav, .mp3, .mid, .aiff, etc.)

7. Internet / Research

7.1 - Communications Applications

F

- 7.1.01 can identify the different parts of a web address

- 7.1.02 can create an electronic bookmark or "Favorite"
- 7.1.03 can identify and utilize the back, forward, stop, refresh, and home buttons of a web browser
- 7.1.07 can download various file types from the Internet
- 7.1.08 can copy and paste information from a web page (while using proper citation techniques)
- 7.1.10 can copy and save images from a web page (while using proper citation techniques)

7.2 - Research Skills

F

- 7.2.01 identify keywords and types of information needed
- 7.2.04 identify useful information from a search
- 7.2.14 relate search results to class or individual assignment
- 7.2.15 take notes and paraphrase information and learning from a search
- 7.2.16 select appropriate technology tools and resources to address a variety of tasks and problems
- 7.2.18 discuss the use of technology as a resource for solving a variety of tasks
- 7.2.19 understands how an electronic encyclopedia functions
- 7.2.21 can identify key words, names, and phrases
- 7.2.22 search electronic card catalogs, electronic dictionaries, encyclopedias, and almanacs as appropriate

I

- 7.2.03 use the Internet to access information
- 7.2.20 use technology in the research process

8. Email

8.1 - Basic Email Use

F

- 8.1.01 can send and retrieve electronic mail
- 8.1.02 can identify and utilize the "to," "cc:," and "bcc:" lines of email messages
- 8.1.03 can "reply to," "forward," and "reply to all" while composing messages
- 8.1.04 use proper spelling, grammar and conventions when writing formal email
- 8.1.05 can use vocabulary related to the use of telecommunications
- 8.1.08 explain ways technology is used to transfer information

5th Grade

1. Basic Computer Knowledge

1.1 - Basic Computer Use

F

- 1.1.20 can find a file or program using the "find" command
- 1.1.22 access information from a directory or file
- 1.1.28 can back-up file(s) to another location (disk, server drive)

I

- 1.1.16 can change the view of a window (arrange icons by large icons, small icons, or list, etc.)
- 1.1.17 can change the name of a file
- 1.1.19 understand file types (graphics, applications, multimedia)
- 1.1.21 use a variety of media and technology resources for directed and independent learning activities across the curriculum
- 1.1.23 access on-line information for instruction
- 1.1.24 can identify different types of printers and their appropriate uses
- 1.1.26 can choose an appropriate printer
- 1.1.27 can choose a different printer on a local or network computer

E

- 1.1.01 can explain what a computer does
- 1.1.02 can start and restart a computer
- 1.1.03 utilize developmentally appropriate and accurate terminology to communicate effectively in a technological society
- 1.1.04 can manage multiple applications
- 1.1.05 can identify a mouse and explain how it works
- 1.1.06 can move a mouse and point to a desired location
- 1.1.07 can click and drag a mouse
- 1.1.08 can select a file using a mouse
- 1.1.09 can choose a command from the menu bar using a mouse
- 1.1.10 can close a window using a mouse
- 1.1.11 can open a window using a mouse
- 1.1.12 can move a window using a mouse
- 1.1.13 can re-size a window using a mouse
- 1.1.14 can close a file and/or quit a program using a mouse
- 1.1.15 can open a file and/or start a program using a mouse
- 1.1.18 can change settings of the desktop

- 1.1.25 can print from an open application
- 1.1.29 can view menu options for files (by right-clicking or ctrl-clicking on macs)

1.2 - Computer Hardware/Software

I

- 1.2.03 demonstrate appropriate use of hardware (input/output devices) and media
- 1.2.04 can explain functions of motherboard, processor (CPU), and modem/network card
- 1.2.08 understand hardware/software compatibility

E

- 1.2.01 can identify the parts of a computer
- 1.2.02 distinguish between input, output, and storage devices
- 1.2.05 can explain what a hard drive is used for
- 1.2.06 can explain what a floppy disk is used for
- 1.2.07 can explain what RAM is and what it is used for

1.3 - Keyboarding

F

- 1.3.18 can set and use tabs
- 1.3.19 can use tab stops to make a chart

I

- 1.3.04 identify and use home row keys
- 1.3.11 show proper use of punctuation keys
- 1.3.13 show proper keystroking technique
- 1.3.15 can type compositions
- 1.3.16 understand uses of command, option, control, alt, etc. keys of the keyboard
- 1.3.17 can use keyboard shortcuts

E

- 1.3.01 know the relative position of the keys on a keyboard
- 1.3.02 identify and use letter and number keys
- 1.3.03 use informal keyboarding skills (left hand on left side of keyboard, right hand on right side of keyboard, thumb on space bar, etc.)
- 1.3.05 can type words, phrases, sentences
- 1.3.06 show proper posture
- 1.3.07 can use shift instead of caps lock to capitalize words
- 1.3.08 appropriately use the arrow keys and space bar
- 1.3.09 can set and use paragraph indent using tab key
- 1.3.10 show proper Return / Enter Key technique and use
- 1.3.12 show proper space bar technique
- 1.3.14 can type paragraphs

1.4 - Operating Systems

I

- 1.4.03 can identify the active and non-active options in a menu

E

- 1.4.01 can identify icons for applications, documents, folders, and disks
- 1.4.02 can locate the menu bar and pull down each menu
- 1.4.04 differentiate among operating systems
- 1.4.05 identify the functions and advantages of computer productivity software

1.5 - Networking

I

- 1.5.02 can explain how a network operates
- 1.5.03 can explain the basic operation of a network server
- 1.5.04 can access and start programs on a network
- 1.5.06 use multiple storage drives (A:/ S:/ U:/)

E

- 1.5.01 can log on and off a network
- 1.5.05 save files to individual home directories
- 1.5.07 can print documents to a network printer
- 1.5.08 know the importance of password security

2. Social, Ethical, and Human Issues

2.1 - Responsible Use

I

- 2.1.05 use Internet appropriately
- 2.1.06 use appropriate computer netiquette

E

- 2.1.01 demonstrate proper care of hardware (computer, peripherals, other equipment and media)

- 2.1.02 demonstrates acceptable behavior at the computer and in the lab
- 2.1.03 discuss basic issues related to responsible use of technology systems and software and information including personal consequence of inappropriate use
- 2.1.04 explain the consequences of unethical use of technology (hacking, viruses, worms, etc...)

2.2 - Information Ownership

I

- 2.2.03 respect the privacy of all users through the use of security rules: copyright laws and fair use policies
- 2.2.04 understand copyright laws and policies with regard to ownership and use of electronic information
- 2.2.05 respects copyright laws and fair use policies
- 2.2.06 explain the consequence of copyright violation
- 2.2.07 obtain permission to use electronic media sources and products
- 2.2.08 cite electronic sources properly

E

- 2.2.01 understand and abide by the BHUSD Acceptable Use Policy
- 2.2.02 respects the privacy of other students' data and work space

2.3 - Implications of Technology Use

F

- 2.3.06 describe current changes in information technologies and the effect those changes have on the workplace, school and society
- 2.3.08 identify factors that affect access to technology
- 2.3.09 assess the impact of networks on society.
- 2.3.10 identify and practice legal and ethical behaviors when using information and technology

I

- 2.3.04 explain uses and advantages of telecommunications
- 2.3.05 evaluate the accuracy, appropriateness, relevance, comprehensiveness, and bias of electronic information
- 2.3.07 identify areas in which technology has impacted human lives

E

- 2.3.01 explain types of tasks for which technology may be used in school, home, and business
- 2.3.02 discuss the advantages and disadvantages associated with common uses of technology in daily life
- 2.3.03 determine considerations necessary to use electronic media sources and products

3. Word Processing

3.1 - General

F

- 3.1.07 can explain uses and advantages of word processing
- 3.1.09 can use the "save as" feature to create new versions of documents
- 3.1.10 can use save as to change location
- 3.1.11 can use save as to change file type
- 3.1.20 can use a word processor to type and create essays, and research projects

I

- 3.1.04 can delete text using the delete and backspace keys
- 3.1.05 can cut, copy & paste text
- 3.1.06 can save and print a new document
- 3.1.12 can close from the menu bar, icons and key commands
- 3.1.13 can move/copy text & graphics between two or more word processing documents
- 3.1.15 can copy & paste information into a word processing document including proper citations
- 3.1.16 can move/copy text and graphics between applications
- 3.1.17 can type using proper keyboarding skills
- 3.1.19 can use a word processor to create and format stories or poems
- 3.1.22 can retrieve saved word processing files

E

- 3.1.01 can open and create new documents
- 3.1.02 understands the concept of the insertion point & the cursor
- 3.1.03 can enter text in a word processing program
- 3.1.08 can edit text

3.2 - Graphics

F

- 3.2.03 can understand different graphic file formats

I

- 3.2.01 can create, copy, import, position & manipulate relevant graphics into a word processing document
- 3.2.02 can size graphics
- 3.2.04 can change a graphic to be in front of text, in-line, behind text, imbedded and non imbedded etc...

3.3 - Page Layout

F

- 3.3.11 can make brochures
- 3.3.13 can use desktop publishing techniques

I

- 3.3.12 can generate letters

3.4 - Printing

F

- 3.4.03 can print selected parts
- 3.4.04 can select page orientation

E

- 3.4.01 can print entire file
- 3.4.02 can use "Print Preview" feature

3.5 - Text Formatting

F

- 3.5.13 can space lines
- 3.5.15 can describe the various attributes of type (size and classification)

I

- 3.5.03 can highlight text by dragging the mouse over text
- 3.5.04 can indent using the tab key
- 3.5.06 can format a document (text size, fonts, styles, etc.)
- 3.5.09 can justify text (center, right, left, justified)
- 3.5.19 can space words and punctuation appropriately

E

- 3.5.01 can change text to bold, underline or italic
- 3.5.02 can change font styles and size

3.6 - Tools

F

- 3.6.02 can use grammar check to find mistakes in grammar
- 3.6.03 understands the limitations of the spell and grammar checking feature

I

- 3.6.01 can use the spell checking feature to proof a document

6. Multimedia Authoring / Presentations / Graphics

6.1 - Graphics

F

- 6.1.03 differentiate file type & sizes

I

- 6.1.04 can use a graphic to illustrate an idea in a document

E

- 6.1.01 student can use paint & draw programs
- 6.1.02 can produce a document using graphic software

6.2 - Graphics Editing

F

- 6.2.07 can move a graphic to another location on the screen
- 6.2.08 can duplicate an object
- 6.2.13 can combine a graphic (original or copied) with some descriptive words
- 6.2.15 can use text wrap (around the graphic)
- 6.2.16 use Word Art or similar to enhance titles (text)

I

- 6.2.01 can access, capture & manipulate graphics/clip art
- 6.2.02 can highlight/select a graphic using the arrow tool(edit tool) or frame/marquee tool
- 6.2.03 can move/copy a selected graphic or 'paint' area to another screen
- 6.2.04 can highlight/select a 'paint' area using the lasso or frame/marquee tool
- 6.2.05 insert graphics, clip art, digital pictures, paint, and/or original scanned artwork
- 6.2.06 can change the size or shape of an object using the edge handles
- 6.2.09 paste/import a clip art graphic
- 6.2.10 can change an object's pattern

6.3 - Graphics Tools

F

- 6.3.09 can use the shape tools to draw objects of different shapes & sizes

I

- 6.3.07 can change the pattern of the line, brush or bucket
- 6.3.08 can draw lines of different thicknesses

E

- 6.3.01 can use the draw/paint tools to draw a picture/object
- 6.3.02 can use the pencil tool
- 6.3.03 can use the line tool
- 6.3.04 can use the paint bucket
- 6.3.05 can use the brush tool
- 6.3.06 can use the eraser tool

6.4 - Multimedia Presentations

F

- 6.4.02 demonstrate proficiency in displaying digital information
- 6.4.03 design a presentation using three or more different forms of media
- 6.4.04 open an existing multimedia project
- 6.4.05 close presentation
- 6.4.06 demonstrate proficiency in presenting multimedia projects
- 6.4.07 plan and construct a linear sequence which tells a story using text and/or graphics that change on each screen

- 6.4.08 add text to a presentation
- 6.4.09 add and edit text(fonts, size, color)
- 6.4.10 create and edit slides/screen
- 6.4.11 understand terminology of electronic presentation software: views, templates, master pages, color schemes, background items
- 6.4.12 use SAVE AS to save the presentation with a NEW name or to a different location
- 6.4.13 use SAVE to store a presentation as a new and/or existing file
- 6.4.14 arrange slides/screens in a logical and appropriate order
- 6.4.15 create a menu slide that allows users to jump to other slides (links)
- 6.4.17 use a variety of media and technology resources to produce developmentally appropriate multimedia products across the curriculum

- 6.4.18 use slide transitions between slides
- 6.4.19 arrange objects on the slide/screen
- 6.4.20 create or change the look of a presentation (color schemes)
- 6.4.21 insert frames with titles or closing credits, etc.
- 6.4.23 practice presentation skills for audience (use of microphone, posture, delivery skills)
- 6.4.24 can work individually and in groups to create a multi-graphic presentation
- 6.4.28 give appropriate citation to all graphics (add link where appropriate)
- 6.4.29 create a 'credit' screen or add to bottom of page (citations)
- 6.4.32 create a hyperlinks to websites (as citations or reference)

I

- 6.4.01 prepare an electronic presentation

6.5 - Sound

F

- 6.5.01 use sound to enhance presentation
- 6.5.04 can copy/download a music(sound) track(clip) to a hard drive for use in a multimedia project
- 6.5.05 can use an external microphone to improve sound quality

I

- 6.5.02 copy/download a sound file to the hard drive
- 6.5.03 record sound and save in digitized form
- 6.5.10 can identify and explain the difference between various sound formats (.wav, .mp3, .mid, .aiff, etc.)

6.6 - Still Images

F

- 6.6.01 can operate a digital 'still' camera (turn it on/off, take photo, eject media if applicable)
- 6.6.02 can download digital images from a digital still camera to a computer
- 6.6.03 can identify settings of digital "still" camera (image size, format, etc.)

6.7 - Video Images

F

- 6.7.01 play a digitized movie already created using a stand-alone application

6.8 - Video Cameras

F

- 6.8.01 can operate an analog or digital video camera
- 6.8.02 can turn on a camera using battery power
- 6.8.03 can demonstrate a technique for shooting hand-held

- 6.8.04 can record a short shot on videotape
- 6.8.09 can remove the battery from the camera and put it into a recharger

7. Internet / Research

7.1 - Communications Applications

F

- 7.1.01 can identify the different parts of a web address
- 7.1.02 can create an electronic bookmark or "Favorite"
- 7.1.03 can identify and utilize the back, forward, stop, refresh, and home buttons of a web browser
- 7.1.04 can identify different web browsers
- 7.1.05 can use a variety of Internet search engines
- 7.1.06 use appropriate tools and technology resources to resolve information conflicts by validating information through research and a comparison of data
- 7.1.07 can download various file types from the Internet
- 7.1.08 can copy and paste information from a web page (while using proper citation techniques)
- 7.1.10 can copy and save images from a web page (while using proper citation techniques)
- 7.1.13 can change Internet Options in the web browser (change home page, etc.)
- 7.1.15 can view the HTML source of a web page

7.2 - Research Skills

F

- 7.2.02 define search parameters
- 7.2.05 evaluate for accuracy, appropriateness, and relevance
- 7.2.06 evaluate for comprehensiveness and bias
- 7.2.07 identify appropriate resources
- 7.2.08 compare information from at least three sources
- 7.2.09 can locate and select the most useful sources from among all of those available using the rule of 3 corroborative sources
- 7.2.10 produce research project incorporating information retrieved from at least three different types of sources
- 7.2.11 can skim or scan for major ideas
- 7.2.12 can do a single field word search
- 7.2.13 can design a search strategy, narrowing the search parameters as needed
- 7.2.14 relate search results to class or individual assignment
- 7.2.16 select appropriate technology tools and resources to address a variety of tasks and problems
- 7.2.17 cite electronic sources appropriately for a bibliography or works cited page
- 7.2.18 discuss the use of technology as a resource for solving a variety of tasks

I

- 7.2.01 identify keywords and types of information needed
- 7.2.03 use the Internet to access information
- 7.2.04 identify useful information from a search
- 7.2.15 take notes and paraphrase information and learning from a search
- 7.2.19 understands how an electronic encyclopedia functions
- 7.2.20 use technology in the research process
- 7.2.21 can identify key words, names, and phrases
- 7.2.22 search electronic card catalogs, electronic dictionaries, encyclopedias, and almanacs as appropriate

8. Email

8.1 - Basic Email Use

F

- 8.1.01 can send and retrieve electronic mail
- 8.1.02 can identify and utilize the "to:," "cc:," and "bcc:" lines of email messages
- 8.1.03 can "reply to," "forward," and "reply to all" while composing messages
- 8.1.04 use proper spelling, grammar and conventions when writing formal email
- 8.1.05 can use vocabulary related to the use of telecommunications
- 8.1.07 can differentiate between the various on-line services (Internet Service Providers)

I

- 8.1.08 explain ways technology is used to transfer information

8.2 - Advanced Email Use

F

- 8.2.01 can open and save an attached file
- 8.2.02 can upload a file as an attachment

6th Grade

1. Basic Computer Knowledge

1.1 - Basic Computer Use

F

1.1.22 access information from a directory or file

I

1.1.17 can change the name of a file

1.1.19 understand file types (graphics, applications, multimedia)

1.1.20 can find a file or program using the "find" command

1.1.21 use a variety of media and technology resources for directed and independent learning activities across the curriculum

1.1.23 access on-line information for instruction

1.1.24 can identify different types of printers and their appropriate uses

1.1.28 can back-up file(s) to another location (disk, server drive)

E

1.1.01 can explain what a computer does

1.1.02 can start and restart a computer

1.1.03 utilize developmentally appropriate and accurate terminology to communicate effectively in a technological society

1.1.04 can manage multiple applications

1.1.05 can identify a mouse and explain how it works

1.1.06 can move a mouse and point to a desired location

1.1.07 can click and drag a mouse

1.1.08 can select a file using a mouse

1.1.09 can choose a command from the menu bar using a mouse

1.1.10 can close a window using a mouse

1.1.11 can open a window using a mouse

1.1.12 can move a window using a mouse

1.1.13 can re-size a window using a mouse

1.1.14 can close a file and/or quit a program using a mouse

1.1.15 can open a file and/or start a program using a mouse

1.1.16 can change the view of a window (arrange icons by large icons, small icons, or list, etc.)

1.1.18 can change settings of the desktop

1.1.25 can print from an open application

1.1.26 can choose an appropriate printer

1.1.27 can choose a different printer on a local or network computer

1.1.29 can view menu options for files (by right-clicking or ctrl-clicking on macs)

1.2 - Computer Hardware/Software

I

1.2.03 demonstrate appropriate use of hardware (input/output devices) and media

1.2.04 can explain functions of motherboard, processor (CPU), and modem/network card

1.2.08 understand hardware/software compatibility

E

1.2.01 can identify the parts of a computer

1.2.02 distinguish between input, output, and storage devices

1.2.05 can explain what a hard drive is used for

1.2.06 can explain what a floppy disk is used for

1.2.07 can explain what RAM is and what it is used for

1.3 - Keyboarding

F

1.3.18 can set and use tabs

1.3.19 can use tab stops to make a chart

I

1.3.13 show proper keystroking technique

1.3.16 understand uses of command, option, control, alt, etc. keys of the keyboard

1.3.17 can use keyboard shortcuts

E

1.3.01 know the relative position of the keys on a keyboard

1.3.02 identify and use letter and number keys

1.3.03 use informal keyboarding skills (left hand on left side of keyboard, right hand on right side of keyboard, thumb on space bar, etc.)

1.3.04 identify and use home row keys

1.3.05 can type words, phrases, sentences

1.3.06 show proper posture

- 1.3.07 can use shift instead of caps lock to capitalize words
- 1.3.08 appropriately use the arrow keys and space bar
- 1.3.09 can set and use paragraph indent using tab key
- 1.3.10 show proper Return / Enter Key technique and use
- 1.3.11 show proper use of punctuation keys
- 1.3.12 show proper space bar technique
- 1.3.14 can type paragraphs
- 1.3.15 can type compositions

1.4 - Operating Systems

E

- 1.4.01 can identify icons for applications, documents, folders, and disks
- 1.4.02 can locate the menu bar and pull down each menu
- 1.4.03 can identify the active and non-active options in a menu
- 1.4.04 differentiate among operating systems
- 1.4.05 identify the functions and advantages of computer productivity software

1.5 - Networking

I

- 1.5.06 use multiple storage drives (A:/ S:/ U:/)

E

- 1.5.01 can log on and off a network
- 1.5.02 can explain how a network operates
- 1.5.03 can explain the basic operation of a network server
- 1.5.04 can access and start programs on a network
- 1.5.05 save files to individual home directories
- 1.5.07 can print documents to a network printer
- 1.5.08 know the importance of password security

2. Social, Ethical, and Human Issues

2.1 - Responsible Use

E

- 2.1.01 demonstrate proper care of hardware (computer, peripherals, other equipment and media)
- 2.1.02 demonstrates acceptable behavior at the computer and in the lab
- 2.1.03 discuss basic issues related to responsible use of technology systems and software and information including personal consequence of inappropriate use
- 2.1.04 explain the consequences of unethical use of technology (hacking, viruses, worms, etc...)
- 2.1.05 use Internet appropriately
- 2.1.06 use appropriate computer netiquette

2.2 - Information Ownership

I

- 2.2.07 obtain permission to use electronic media sources and products
- 2.2.08 cite electronic sources properly

E

- 2.2.01 understand and abide by the BHUSD Acceptable Use Policy
- 2.2.02 respects the privacy of other students' data and work space
- 2.2.03 respect the privacy of all users through the use of security rules: copyright laws and fair use policies
- 2.2.04 understand copyright laws and policies with regard to ownership and use of electronic information
- 2.2.05 respects copyright laws and fair use policies
- 2.2.06 explain the consequence of copyright violation

2.3 - Implications of Technology Use

I

- 2.3.06 describe current changes in information technologies and the effect those changes have on the workplace, school and society
- 2.3.07 identify areas in which technology has impacted human lives
- 2.3.08 identify factors that affect access to technology
- 2.3.09 assess the impact of networks on society.
- 2.3.10 identify and practice legal and ethical behaviors when using information and technology

E

- 2.3.01 explain types of tasks for which technology may be used in school, home, and business
- 2.3.02 discuss the advantages and disadvantages associated with common uses of technology in daily life
- 2.3.03 determine considerations necessary to use electronic media sources and products
- 2.3.04 explain uses and advantages of telecommunications
- 2.3.05 evaluate the accuracy, appropriateness, relevance, comprehensiveness, and bias of electronic information

3. Word Processing

3.1 - General

F

- 3.1.11 can use save as to change file type
- 3.1.18 can use a word processing program to show changes in drafts of a written document
- 3.1.20 can use a word processor to type and create essays, and research projects
- 3.1.21 can create a formal lab report for science

I

- 3.1.07 can explain uses and advantages of word processing
- 3.1.09 can use the "save as" feature to create new versions of documents
- 3.1.10 can use save as to change location
- 3.1.13 can move/copy text & graphics between two or more word processing documents
- 3.1.15 can copy & paste information into a word processing document including proper citations
- 3.1.16 can move/copy text and graphics between applications
- 3.1.17 can type using proper keyboarding skills
- 3.1.19 can use a word processor to create and format stories or poems

E

- 3.1.01 can open and create new documents
- 3.1.02 understands the concept of the insertion point & the cursor
- 3.1.03 can enter text in a word processing program
- 3.1.04 can delete text using the delete and backspace keys
- 3.1.05 can cut, copy & paste text
- 3.1.06 can save and print a new document
- 3.1.08 can edit text
- 3.1.12 can close from the menu bar, icons and key commands
- 3.1.22 can retrieve saved word processing files

3.2 - Graphics

I

- 3.2.01 can create, copy, import, position & manipulate relevant graphics into a word processing document
- 3.2.03 can understand different graphic file formats
- 3.2.04 can change a graphic to be in front of text, in-line, behind text, imbedded and non imbedded etc...

E

- 3.2.02 can size graphics

3.3 - Page Layout

F

- 3.3.01 can set margins
- 3.3.02 can manipulate the layout of a document (margins, columns, justification, line spacing, etc.)
- 3.3.03 can enter & modify page numbers
- 3.3.04 can use headers, footers, and pagination
- 3.3.05 can insert, position & remove all types of tabs
- 3.3.06 can create & use indents & overhanging indents
- 3.3.07 can insert & customize footers & headers
- 3.3.08 can use page breaks
- 3.3.09 can set tabs
- 3.3.11 can make brochures
- 3.3.13 can use desktop publishing techniques

E

- 3.3.12 can generate letters

3.4 - Printing

F

- 3.4.03 can print selected parts
- 3.4.04 can select page orientation

E

- 3.4.01 can print entire file
- 3.4.02 can use "Print Preview" feature

3.5 - Text Formatting

F

- 3.5.05 understands the concept of text/word wrap
- 3.5.07 can use show/hide tool
- 3.5.08 can create tables
- 3.5.10 can insert, modify, delete columns, sections and text objects
- 3.5.11 can use numbering and multiple level outlines
- 3.5.12 can highlight text using the pointer in the left margin

- 3.5.13 can space lines
- 3.5.14 can highlight text using shift and arrow keys
- 3.5.15 can describe the various attributes of type (size and classification)
- 3.5.16 can highlight text using shift and click
- 3.5.18 can format documents

I

- 3.5.06 can format a document (text size, fonts, styles, etc.)

E

- 3.5.01 can change text to bold, underline or italic
- 3.5.02 can change font styles and size
- 3.5.03 can highlight text by dragging the mouse over text
- 3.5.04 can indent using the tab key
- 3.5.09 can justify text (center, right, left, justified)
- 3.5.19 can space words and punctuation appropriately

3.6 - Tools

F

- 3.6.02 can use grammar check to find mistakes in grammar
- 3.6.04 can use thesaurus
- 3.6.05 can visually check for names not in checker's dictionary
- 3.6.06 can select synonyms for a word
- 3.6.07 can change case
- 3.6.08 can use word count and track changes
- 3.6.09 can use "find" and "replace" features
- 3.6.10 can create a resume or formal letter using a document template
- 3.6.11 can create labels using a template

I

- 3.6.03 understands the limitations of the spell and grammar checking feature

E

- 3.6.01 can use the spell checking feature to proof a document

4. Spreadsheets

4.1 - Basic Skills

F

- 4.1.01 can identify examples of spreadsheets
- 4.1.02 can identify uses of spreadsheets
- 4.1.03 can explain advantages of using spreadsheets
- 4.1.04 can create and save spreadsheets
- 4.1.13 can use close function

4.4 - Graphs/Charts

F

- 4.4.01 can generate graphs from spreadsheets
- 4.4.03 can create a pie chart including titles, scales & legends
- 4.4.05 can incorporate graphs into word processing

6. Multimedia Authoring / Presentations / Graphics

6.1 - Graphics

F

- 6.1.03 differentiate file type & sizes

E

- 6.1.01 student can use paint & draw programs
- 6.1.02 can produce a document using graphic software
- 6.1.04 can use a graphic to illustrate an idea in a document

6.2 - Graphics Editing

F

- 6.2.11 can group objects

I

- 6.2.04 can highlight/select a 'paint' area using the lasso or frame/marquee tool
- 6.2.07 can move a graphic to another location on the screen
- 6.2.08 can duplicate an object
- 6.2.10 can change an object's pattern
- 6.2.13 can combine a graphic (original or copied) with some descriptive words
- 6.2.15 can use text wrap (around the graphic)
- 6.2.16 use Word Art or similar to enhance titles (text)

E

- 6.2.01 can access, capture & manipulate graphics/clip art
- 6.2.02 can highlight/select a graphic using the arrow tool(edit tool) or frame/marquee tool
- 6.2.03 can move/copy a selected graphic or 'paint' area to another screen
- 6.2.05 insert graphics, clip art, digital pictures, paint, and/or original scanned artwork
- 6.2.06 can change the size or shape of an object using the edge handles
- 6.2.09 paste/import a clip art graphic

6.3 - Graphics Tools

F

- 6.3.09 can use the shape tools to draw objects of different shapes & sizes
- 6.3.10 can apply special effects such as a rotate, stretch, shrink, etc.

E

- 6.3.01 can use the draw/paint tools to draw a picture/object
- 6.3.02 can use the pencil tool
- 6.3.03 can use the line tool
- 6.3.04 can use the paint bucket
- 6.3.05 can use the brush tool
- 6.3.06 can use the eraser tool
- 6.3.07 can change the pattern of the line, brush or bucket
- 6.3.08 can draw lines of different thicknesses

6.4 - Multimedia Presentations

I

- 6.4.01 prepare an electronic presentation
- 6.4.02 demonstrate proficiency in displaying digital information
- 6.4.03 design a presentation using three or more different forms of media
- 6.4.04 open an existing multimedia project
- 6.4.05 close presentation
- 6.4.06 demonstrate proficiency in presenting multimedia projects
- 6.4.07 plan and construct a linear sequence which tells a story using text and/or graphics that change on each screen
- 6.4.08 add text to a presentation
- 6.4.09 add and edit text(fonts, size, color)
- 6.4.10 create and edit slides/screen
- 6.4.11 understand terminology of electronic presentation software: views, templates, master pages, color schemes, background items
- 6.4.12 use SAVE AS to save the presentation with a NEW name or to a different location
- 6.4.13 use SAVE to store a presentation as a new and/or existing file
- 6.4.14 arrange slides/screens in a logical and appropriate order
- 6.4.15 create a menu slide that allows users to jump to other slides (links)
- 6.4.17 use a variety of media and technology resources to produce developmentally appropriate multimedia products across the curriculum
- 6.4.18 use slide transitions between slides
- 6.4.19 arrange objects on the slide/screen
- 6.4.20 create or change the look of a presentation (color schemes)
- 6.4.21 insert frames with titles or closing credits, etc.
- 6.4.23 practice presentation skills for audience (use of microphone, posture, delivery skills)
- 6.4.24 can work individually and in groups to create a multi-graphic presentation
- 6.4.28 give appropriate citation to all graphics (add link where appropriate)
- 6.4.29 create a 'credit' screen or add to bottom of page (citations)
- 6.4.32 create a hyperlinks to websites (as citations or reference)

6.5 - Sound

I

- 6.5.01 use sound to enhance presentation
- 6.5.04 can copy/download a music(sound) track(clip) to a hard drive for use in a multimedia project
- 6.5.05 can use an external microphone to improve sound quality

E

- 6.5.02 copy/download a sound file to the hard drive
- 6.5.03 record sound and save in digitized form
- 6.5.10 can identify and explain the difference between various sound formats (.wav, .mp3, .mid, .aiff, etc.)

6.6 - Still Images

I

- 6.6.01 can operate a digital 'still' camera (turn it on/off, take photo, eject media if applicable)
- 6.6.02 can download digital images from a digital still camera to a computer
- 6.6.03 can identify settings of digital "still" camera (image size, format, etc.)

6.7 - Video Images

I

- 6.7.01 play a digitized movie already created using a stand-alone application

6.8 - Video Cameras

I

- 6.8.01 can operate an analog or digital video camera
- 6.8.02 can turn on a camera using battery power
- 6.8.03 can demonstrate a technique for shooting hand-held
- 6.8.04 can record a short shot on videotape
- 6.8.09 can remove the battery from the camera and put it into a recharger

7. Internet / Research

7.1 - Communications Applications

F

- 7.1.04 can identify different web browsers
- 7.1.05 can use a variety of Internet search engines
- 7.1.06 use appropriate tools and technology resources to resolve information conflicts by validating information through research and a comparison of data
- 7.1.09 can locate specific words on a web page by conducting a local "find"
- 7.1.11 use appropriate (content-specific) on-line resources to support learning and research
- 7.1.12 use telecommunication and other media to collaborate and interact with peers and other audiences, following appropriate laws and regulations
- 7.1.13 can change Internet Options in the web browser (change home page, etc.)
- 7.1.15 can view the HTML source of a web page

I

- 7.1.01 can identify the different parts of a web address
- 7.1.02 can create an electronic bookmark or "Favorite"
- 7.1.03 can identify and utilize the back, forward, stop, refresh, and home buttons of a web browser
- 7.1.07 can download various file types from the Internet
- 7.1.08 can copy and paste information from a web page (while using proper citation techniques)
- 7.1.10 can copy and save images from a web page (while using proper citation techniques)

7.2 - Research Skills

F

- 7.2.02 define search parameters
- 7.2.05 evaluate for accuracy, appropriateness, and relevance
- 7.2.06 evaluate for comprehensiveness and bias
- 7.2.07 identify appropriate resources
- 7.2.08 compare information from at least three sources
- 7.2.09 can locate and select the most useful sources from among all of those available using the rule of 3 corroborative sources
- 7.2.10 produce research project incorporating information retrieved from at least three different types of sources
- 7.2.11 can skim or scan for major ideas
- 7.2.12 can do a single field word search
- 7.2.13 can design a search strategy, narrowing the search parameters as needed
- 7.2.14 relate search results to class or individual assignment
- 7.2.16 select appropriate technology tools and resources to address a variety of tasks and problems
- 7.2.17 cite electronic sources appropriately for a bibliography or works cited page
- 7.2.23 utilize technology for making data-driven decisions

I

- 7.2.01 identify keywords and types of information needed
- 7.2.03 use the Internet to access information
- 7.2.04 identify useful information from a search
- 7.2.15 take notes and paraphrase information and learning from a search
- 7.2.18 discuss the use of technology as a resource for solving a variety of tasks
- 7.2.19 understands how an electronic encyclopedia functions
- 7.2.20 use technology in the research process
- 7.2.21 can identify key words, names, and phrases
- 7.2.22 search electronic card catalogs, electronic dictionaries, encyclopedias, and almanacs as appropriate

8. Email

8.1 - Basic Email Use

F

- 8.1.06 can identify methods of checking email (web-based vs. email client software)
- 8.1.07 can differentiate between the various on-line services (Internet Service Providers)

8.1.09 demonstrate ways technology can be used to transfer information, documents, files and images

I

8.1.01 can send and retrieve electronic mail
8.1.02 can identify and utilize the "to:," "cc:," and "bcc:" lines of email messages
8.1.03 can "reply to," "forward," and "reply to all" while composing messages
8.1.04 use proper spelling, grammar and conventions when writing formal email
8.1.05 can use vocabulary related to the use of telecommunications
8.1.08 explain ways technology is used to transfer information

8.2 - Advanced Email Use

F

8.2.01 can open and save an attached file
8.2.02 can upload a file as an attachment
8.2.03 can distinguish between various file types in attachments
8.2.04 can create folders for organization of emails
8.2.05 can manage a contact list or address book in an email program
8.2.06 can sort emails by sender, recipient, date, and size in an email program

7th Grade

1. Basic Computer Knowledge

1.1 - Basic Computer Use

I

1.1.19 understand file types (graphics, applications, multimedia)
1.1.20 can find a file or program using the "find" command
1.1.22 access information from a directory or file
1.1.23 access on-line information for instruction

E

1.1.01 can explain what a computer does
1.1.02 can start and restart a computer
1.1.03 utilize developmentally appropriate and accurate terminology to communicate effectively in a technological society
1.1.04 can manage multiple applications
1.1.05 can identify a mouse and explain how it works
1.1.06 can move a mouse and point to a desired location
1.1.07 can click and drag a mouse
1.1.08 can select a file using a mouse
1.1.09 can choose a command from the menu bar using a mouse
1.1.10 can close a window using a mouse
1.1.11 can open a window using a mouse
1.1.12 can move a window using a mouse
1.1.13 can re-size a window using a mouse
1.1.14 can close a file and/or quit a program using a mouse
1.1.15 can open a file and/or start a program using a mouse
1.1.16 can change the view of a window (arrange icons by large icons, small icons, or list, etc.)
1.1.17 can change the name of a file
1.1.18 can change settings of the desktop
1.1.21 use a variety of media and technology resources for directed and independent learning activities across the curriculum
1.1.24 can identify different types of printers and their appropriate uses
1.1.25 can print from an open application
1.1.26 can choose an appropriate printer
1.1.27 can choose a different printer on a local or network computer
1.1.28 can back-up file(s) to another location (disk, server drive)
1.1.29 can view menu options for files (by right-clicking or ctrl-clicking on macs)

1.2 - Computer Hardware/Software

I

1.2.08 understand hardware/software compatibility

E

1.2.01 can identify the parts of a computer
1.2.02 distinguish between input, output, and storage devices
1.2.03 demonstrate appropriate use of hardware (input/output devices) and media
1.2.04 can explain functions of motherboard, processor (CPU), and modem/network card
1.2.05 can explain what a hard drive is used for
1.2.06 can explain what a floppy disk is used for
1.2.07 can explain what RAM is and what it is used for

1.3 - Keyboarding

I

- 1.3.13 show proper keystroking technique
- 1.3.17 can use keyboard shortcuts
- 1.3.18 can set and use tabs
- 1.3.19 can use tab stops to make a chart

E

- 1.3.01 know the relative position of the keys on a keyboard
- 1.3.02 identify and use letter and number keys
- 1.3.03 use informal keyboarding skills (left hand on left side of keyboard, right hand on right side of keyboard, thumb on space bar, etc.)
- 1.3.04 identify and use home row keys
- 1.3.05 can type words, phrases, sentences
- 1.3.06 show proper posture
- 1.3.07 can use shift instead of caps lock to capitalize words
- 1.3.08 appropriately use the arrow keys and space bar
- 1.3.09 can set and use paragraph indent using tab key
- 1.3.10 show proper Return / Enter Key technique and use
- 1.3.11 show proper use of punctuation keys
- 1.3.12 show proper space bar technique
- 1.3.14 can type paragraphs
- 1.3.15 can type compositions
- 1.3.16 understand uses of command, option, control, alt, etc. keys of the keyboard

1.4 - Operating Systems

E

- 1.4.01 can identify icons for applications, documents, folders, and disks
- 1.4.02 can locate the menu bar and pull down each menu
- 1.4.03 can identify the active and non-active options in a menu
- 1.4.04 differentiate among operating systems
- 1.4.05 identify the functions and advantages of computer productivity software

1.5 - Networking

E

- 1.5.01 can log on and off a network
- 1.5.02 can explain how a network operates
- 1.5.03 can explain the basic operation of a network server
- 1.5.04 can access and start programs on a network
- 1.5.05 save files to individual home directories
- 1.5.06 use multiple storage drives (A:/ S:/ U:/)
- 1.5.07 can print documents to a network printer
- 1.5.08 know the importance of password security

2. Social, Ethical, and Human Issues

2.1 - Responsible Use

E

- 2.1.01 demonstrate proper care of hardware (computer, peripherals, other equipment and media)
- 2.1.02 demonstrates acceptable behavior at the computer and in the lab
- 2.1.03 discuss basic issues related to responsible use of technology systems and software and information including personal consequence of inappropriate use
- 2.1.04 explain the consequences of unethical use of technology (hacking, viruses, worms, etc...)
- 2.1.05 use Internet appropriately
- 2.1.06 use appropriate computer netiquette

2.2 - Information Ownership

I

- 2.2.08 cite electronic sources properly

E

- 2.2.01 understand and abide by the BHUSD Acceptable Use Policy
- 2.2.02 respects the privacy of other students' data and work space
- 2.2.03 respect the privacy of all users through the use of security rules: copyright laws and fair use policies
- 2.2.04 understand copyright laws and policies with regard to ownership and use of electronic information
- 2.2.05 respects copyright laws and fair use policies
- 2.2.06 explain the consequence of copyright violation
- 2.2.07 obtain permission to use electronic media sources and products

2.3 - Implications of Technology Use

I

- 2.3.08 identify factors that affect access to technology
- 2.3.09 assess the impact of networks on society.
- 2.3.10 identify and practice legal and ethical behaviors when using information and technology

E

- 2.3.01 explain types of tasks for which technology may be used in school, home, and business
- 2.3.02 discuss the advantages and disadvantages associated with common uses of technology in daily life
- 2.3.03 determine considerations necessary to use electronic media sources and products
- 2.3.04 explain uses and advantages of telecommunications
- 2.3.05 evaluate the accuracy, appropriateness, relevance, comprehensiveness, and bias of electronic information
- 2.3.06 describe current changes in information technologies and the effect those changes have on the workplace, school and society
- 2.3.07 identify areas in which technology has impacted human lives

3. Word Processing

3.1 - General

F

- 3.1.14 can create or cut and paste spreadsheets into word processing documents

I

- 3.1.07 can explain uses and advantages of word processing
- 3.1.09 can use the "save as" feature to create new versions of documents
- 3.1.10 can use save as to change location
- 3.1.11 can use save as to change file type
- 3.1.18 can use a word processing program to show changes in drafts of a written document
- 3.1.20 can use a word processor to type and create essays, and research projects
- 3.1.21 can create a formal lab report for science

E

- 3.1.01 can open and create new documents
- 3.1.02 understands the concept of the insertion point & the cursor
- 3.1.03 can enter text in a word processing program
- 3.1.04 can delete text using the delete and backspace keys
- 3.1.05 can cut, copy & paste text
- 3.1.06 can save and print a new document
- 3.1.08 can edit text
- 3.1.12 can close from the menu bar, icons and key commands
- 3.1.13 can move/copy text & graphics between two or more word processing documents
- 3.1.15 can copy & paste information into a word processing document including proper citations
- 3.1.16 can move/copy text and graphics between applications
- 3.1.17 can type using proper keyboarding skills
- 3.1.19 can use a word processor to create and format stories or poems
- 3.1.22 can retrieve saved word processing files

3.2 - Graphics

E

- 3.2.01 can create, copy, import, position & manipulate relevant graphics into a word processing document
- 3.2.02 can size graphics
- 3.2.03 can understand different graphic file formats
- 3.2.04 can change a graphic to be in front of text, in-line, behind text, imbedded and non imbedded etc...

3.3 - Page Layout

F

- 3.3.01 can set margins
- 3.3.10 can create a document template

I

- 3.3.02 can manipulate the layout of a document (margins, columns, justification, line spacing, etc.)
- 3.3.03 can enter & modify page numbers
- 3.3.04 can use headers, footers, and pagination
- 3.3.05 can insert, position & remove all types of tabs
- 3.3.06 can create & use indents & overhanging indents
- 3.3.07 can insert & customize footers & headers
- 3.3.08 can use page breaks
- 3.3.09 can set tabs
- 3.3.11 can make brochures
- 3.3.13 can use desktop publishing techniques

E

3.3.12 can generate letters

3.4 - Printing

F

3.4.05 can print using various sizes of paper

I

3.4.03 can print selected parts

3.4.04 can select page orientation

E

3.4.01 can print entire file

3.4.02 can use "Print Preview" feature

3.5 - Text Formatting

F

3.5.17 can use typography skills (leading, kerning, tracking)

I

3.5.05 understands the concept of text/word wrap

3.5.07 can use show/hide tool

3.5.08 can create tables

3.5.10 can insert, modify, delete columns, sections and text objects

3.5.11 can use numbering and multiple level outlines

3.5.12 can highlight text using the pointer in the left margin

3.5.13 can space lines

3.5.14 can highlight text using shift and arrow keys

3.5.15 can describe the various attributes of type (size and classification)

3.5.16 can highlight text using shift and click

3.5.18 can format documents

E

3.5.01 can change text to bold, underline or italic

3.5.02 can change font styles and size

3.5.03 can highlight text by dragging the mouse over text

3.5.04 can indent using the tab key

3.5.06 can format a document (text size, fonts, styles, etc.)

3.5.09 can justify text (center, right, left, justified)

3.5.19 can space words and punctuation appropriately

3.6 - Tools

F

3.6.08 can use word count and track changes

3.6.09 can use "find" and "replace" features

3.6.10 can create a resume or formal letter using a document template

3.6.11 can create labels using a template

I

3.6.02 can use grammar check to find mistakes in grammar

3.6.03 understands the limitations of the spell and grammar checking feature

3.6.04 can use thesaurus

3.6.05 can visually check for names not in checker's dictionary

3.6.06 can select synonyms for a word

3.6.07 can change case

E

3.6.01 can use the spell checking feature to proof a document

4. Spreadsheets

4.1 - Basic Skills

F

4.1.01 can identify examples of spreadsheets

4.1.02 can identify uses of spreadsheets

4.1.03 can explain advantages of using spreadsheets

4.1.04 can create and save spreadsheets

4.1.05 can apply appropriate techniques for producing spreadsheets

4.1.06 can recognize the parts of a spreadsheet

4.1.07 can distinguish between columns and rows

4.1.08 can name, save, test & edit the spreadsheet

4.1.09 can enter and edit data

4.1.10 can save updated spreadsheets

4.1.11 can use print all function

- 4.1.12 can use print selection function
- 4.1.13 can use close function
- 4.1.14 can select a cell or block of cells
- 4.1.15 can move to a specific cell on a spreadsheet
- 4.1.16 can insert or delete rows, columns, or blocks of the spreadsheet

4.2 - Formatting

F

- 4.2.01 can format data
- 4.2.02 can format a cell or cells
- 4.2.03 can change the way numbers are displayed
- 4.2.04 can specify data organization

4.3 - Data Calculation

F

- 4.3.02 can create simple calculation formulas
- 4.3.03 can build a formula into a cell
- 4.3.04 can create a spreadsheet with accumulated subtotals & totals
- 4.3.05 can add new text, or numbers to a spreadsheet to a spreadsheet to see the effect that this change has on the rest of the information
- 4.3.06 can change or correct information in one or more cells on an existing spreadsheet
- 4.3.07 can copy & paste values & formulas to selected cells
- 4.3.08 can use fill down/across function
- 4.3.09 can change the order of rows in a selection by sorting
- 4.3.10 can use a spreadsheet to suggest trends in data
- 4.3.11 can find using greater than, less than & range criteria

4.4 - Graphs/Charts

F

- 4.4.01 can generate graphs from spreadsheets
- 4.4.02 can determine and create appropriate type of graph
- 4.4.03 can create a pie chart including titles, scales & legends
- 4.4.04 can plot information & create a line, stack, bar and/or combination chart including titles, scales & legends
- 4.4.05 can incorporate graphs into word processing

5. Databases

5.1 - Database Design

F

- 5.1.01 can create new or open existing databases
- 5.1.02 apply appropriate techniques for producing or manipulating databases
- 5.1.03 can name fields
- 5.1.04 can set field attributes
- 5.1.05 name, save, test & edit the database
- 5.1.06 can use save, save as and close

5.2 - Data Entry

F

- 5.2.01 can enter data into a database
- 5.2.02 can edit data
- 5.2.03 can query data
- 5.2.04 can filter data
- 5.2.05 can organize a file by sorting (alpha, numerically, chronologically) on a chosen field
- 5.2.06 can search data
- 5.2.07 can merge data
- 5.2.08 can use print options
- 5.2.09 can create and print reports
- 5.2.10 can print sorted records to use information in reports & for hard copy reference
- 5.2.11 can design the layout of a record based on which fields will be searched most frequently & the space necessary for each field
- 5.2.12 can create multiple layouts for outputting data
- 5.2.13 can save updated records on disk, drive or server
- 5.2.14 can use a public database to retrieve information

5.3 - Database Concepts

F

- 5.3.01 can identify uses of databases
- 5.3.02 can explain advantages of using databases
- 5.3.03 can identify examples of databases
- 5.3.04 can plan data structure

- 5.3.05 can determine what data items to use in the database
- 5.3.06 can determine the type of information to go into each field on the basis of the type of search questions that will be asked
- 5.3.07 can outline potential errors in creating and using data

6. Multimedia Authoring / Presentations / Graphics

6.1 - Graphics

I

- 6.1.03 differentiate file type & sizes

E

- 6.1.01 student can use paint & draw programs
- 6.1.02 can produce a document using graphic software
- 6.1.04 can use a graphic to illustrate an idea in a document

6.2 - Graphics Editing

F

- 6.2.12 can cut, copy, and paste objects between layers
- 6.2.14 can modify & export/import a graphic

I

- 6.2.11 can group objects
- 6.2.13 can combine a graphic (original or copied) with some descriptive words
- 6.2.15 can use text wrap (around the graphic)

E

- 6.2.01 can access, capture & manipulate graphics/clip art
- 6.2.02 can highlight/select a graphic using the arrow tool(edit tool) or frame/marquee tool
- 6.2.03 can move/copy a selected graphic or 'paint' area to another screen
- 6.2.04 can highlight/select a 'paint' area using the lasso or frame/marquee tool
- 6.2.05 insert graphics, clip art, digital pictures, paint, and/or original scanned artwork
- 6.2.06 can change the size or shape of an object using the edge handles
- 6.2.07 can move a graphic to another location on the screen
- 6.2.08 can duplicate an object
- 6.2.09 paste/import a clip art graphic
- 6.2.10 can change an object's pattern
- 6.2.16 use Word Art or similar to enhance titles (text)

6.3 - Graphics Tools

I

- 6.3.09 can use the shape tools to draw objects of different shapes & sizes
- 6.3.10 can apply special effects such a rotate, stretch, shrink, etc.

E

- 6.3.01 can use the draw/paint tools to draw a picture/object
- 6.3.02 can use the pencil tool
- 6.3.03 can use the line tool
- 6.3.04 can use the paint bucket
- 6.3.05 can use the brush tool
- 6.3.06 can use the eraser tool
- 6.3.07 can change the pattern of the line, brush or bucket
- 6.3.08 can draw lines of different thicknesses

6.4 - Multimedia Presentations

F

- 6.4.16 create a Master screen/slide/page
- 6.4.22 customize the background using color, pattern or picture
- 6.4.25 animate text and/or graphics to add impact
- 6.4.26 create slide layouts for tables and/or charts
- 6.4.27 include a digitized movie in a project which can be played somewhere within the project, such as on a particular screen
- 6.4.30 create an electronic presentation using research in a real world context
- 6.4.31 save a presentation as a web page(software dependent)
- 6.4.33 deliver presentation using a projection device
- 6.4.34 create notes for final presentation

E

- 6.4.01 prepare an electronic presentation
- 6.4.02 demonstrate proficiency in displaying digital information
- 6.4.03 design a presentation using three or more different forms of media
- 6.4.04 open an existing multimedia project
- 6.4.05 close presentation
- 6.4.06 demonstrate proficiency in presenting multimedia projects

- 6.4.07 plan and construct a linear sequence which tells a story using text and/or graphics that change on each screen
- 6.4.08 add text to a presentation
- 6.4.09 add and edit text(fonts, size, color)
- 6.4.10 create and edit slides/screen
- 6.4.11 understand terminology of electronic presentation software: views, templates, master pages, color schemes, background items
- 6.4.12 use SAVE AS to save the presentation with a NEW name or to a different location
- 6.4.13 use SAVE to store a presentation as a new and/or existing file
- 6.4.14 arrange slides/screens in a logical and appropriate order
- 6.4.15 create a menu slide that allows users to jump to other slides (links)
- 6.4.17 use a variety of media and technology resources to produce developmentally appropriate multimedia products across the curriculum
- 6.4.18 use slide transitions between slides
- 6.4.19 arrange objects on the slide/screen
- 6.4.20 create or change the look of a presentation (color schemes)
- 6.4.21 insert frames with titles or closing credits, etc.
- 6.4.23 practice presentation skills for audience (use of microphone, posture, delivery skills)
- 6.4.24 can work individually and in groups to create a multi-graphic presentation
- 6.4.28 give appropriate citation to all graphics (add link where appropriate)
- 6.4.29 create a 'credit' screen or add to bottom of page (citations)
- 6.4.32 create a hyperlinks to websites (as citations or reference)

6.5 - Sound

F

- 6.5.06 add sound(s) to a silent movie
- 6.5.07 change the sound track(s) of a movie
- 6.5.08 take a digitized sound and delete unwanted sections(portions)
- 6.5.09 apply special effects to a digitized sound

E

- 6.5.01 use sound to enhance presentation
- 6.5.02 copy/download a sound file to the hard drive
- 6.5.03 record sound and save in digitized form
- 6.5.04 can copy/download a music(sound) track(clip) to a hard drive for use in a multimedia project
- 6.5.05 can use an external microphone to improve sound quality
- 6.5.10 can identify and explain the difference between various sound formats (.wav, .mp3, .mid, .aiff, etc.)

6.6 - Still Images

I

- 6.6.01 can operate a digital 'still' camera (turn it on/off, take photo, eject media if applicable)
- 6.6.02 can download digital images from a digital still camera to a computer
- 6.6.03 can identify settings of digital "still" camera (image size, format, etc.)

6.7 - Video Images

F

- 6.7.02 can identify and explain the difference between various video formats (.avi, .mov, .mpg, .wmv, etc.)

E

- 6.7.01 play a digitized movie already created using a stand-alone application

6.8 - Video Cameras

F

- 6.8.05 can use manual focus to make an off-center shot sharp
- 6.8.06 can demonstrate a smooth camera zoom in and zoom out
- 6.8.07 can use the zoom and focus controls to set up a medium shot of another person
- 6.8.08 can demonstrate a shot using the macro setting
- 6.8.10 can demonstrate proper hand position using a camera on a tripod
- 6.8.11 can set up a tripod
- 6.8.12 can mount a camera on a tripod
- 6.8.13 can connect a camera to a monitor so the image appears on the monitor

E

- 6.8.01 can operate an analog or digital video camera
- 6.8.02 can turn on a camera using battery power
- 6.8.03 can demonstrate a technique for shooting hand-held
- 6.8.04 can record a short shot on videotape
- 6.8.09 can remove the battery from the camera and put it into a recharger

6.9 - Video Editing

F

- 6.9.01 capture video from a source(video camera, VCR, etc.) and save in digitized form on a hard drive
- 6.9.02 use copy and paste to take movie clips from one movie/movies and assemble them in a new movie file
- 6.9.03 add transitions between sections of a movie
- 6.9.04 apply special effects to a movie
- 6.9.05 can export to digital video camera
- 6.9.06 can export to file (mov, avi, wmv...)
- 6.9.07 can burn to CD and/or DVD

7. Internet / Research

7.1 - Communications Applications

F

- 7.1.09 can locate specific words on a web page by conducting a local "find"
- 7.1.11 use appropriate (content-specific) on-line resources to support learning and research
- 7.1.12 use telecommunication and other media to collaborate and interact with peers and other audiences, following appropriate laws and regulations
- 7.1.14 can identify hardware components of a telecommunications system- server, terminal, client tool, modem, DSL, T-1

I

- 7.1.01 can identify the different parts of a web address
- 7.1.02 can create an electronic bookmark or "Favorite"
- 7.1.03 can identify and utilize the back, forward, stop, refresh, and home buttons of a web browser
- 7.1.04 can identify different web browsers
- 7.1.05 can use a variety of Internet search engines
- 7.1.06 use appropriate tools and technology resources to resolve information conflicts by validating information through research and a comparison of data
- 7.1.07 can download various file types from the Internet
- 7.1.08 can copy and paste information from a web page (while using proper citation techniques)
- 7.1.10 can copy and save images from a web page (while using proper citation techniques)
- 7.1.13 can change Internet Options in the web browser (change home page, etc.)
- 7.1.15 can view the HTML source of a web page

7.2 - Research Skills

I

- 7.2.01 identify keywords and types of information needed
- 7.2.02 define search parameters
- 7.2.05 evaluate for accuracy, appropriateness, and relevance
- 7.2.06 evaluate for comprehensiveness and bias
- 7.2.07 identify appropriate resources
- 7.2.08 compare information from at least three sources
- 7.2.09 can locate and select the most useful sources from among all of those available using the rule of 3 corroborative sources
- 7.2.10 produce research project incorporating information retrieved from at least three different types of sources
- 7.2.11 can skim or scan for major ideas
- 7.2.12 can do a single field word search
- 7.2.13 can design a search strategy, narrowing the search parameters as needed
- 7.2.14 relate search results to class or individual assignment
- 7.2.15 take notes and paraphrase information and learning from a search
- 7.2.16 select appropriate technology tools and resources to address a variety of tasks and problems
- 7.2.17 cite electronic sources appropriately for a bibliography or works cited page
- 7.2.18 discuss the use of technology as a resource for solving a variety of tasks
- 7.2.20 use technology in the research process
- 7.2.21 can identify key words, names, and phrases
- 7.2.22 search electronic card catalogs, electronic dictionaries, encyclopedias, and almanacs as appropriate
- 7.2.23 utilize technology for making data-driven decisions

E

- 7.2.03 use the Internet to access information
- 7.2.04 identify useful information from a search
- 7.2.19 understands how an electronic encyclopedia functions

8. Email

8.1 - Basic Email Use

I

- 8.1.06 can identify methods of checking email (web-based vs. email client software)

- 8.1.07 can differentiate between the various on-line services (Internet Service Providers)
- 8.1.08 demonstrate ways technology can be used to transfer information, documents, files and images

E

- 8.1.01 can send and retrieve electronic mail
- 8.1.02 can identify and utilize the "to:," "cc:," and "bcc:" lines of email messages
- 8.1.03 can "reply to," "forward," and "reply to all" while composing messages
- 8.1.04 use proper spelling, grammar and conventions when writing formal email
- 8.1.05 can use vocabulary related to the use of telecommunications
- 8.1.08 explain ways technology is used to transfer information

8.2 - Advanced Email Use

F

- 8.2.04 can create folders for organization of emails
- 8.2.05 can manage a contact list or address book in an email program
- 8.2.06 can sort emails by sender, recipient, date, and size in an email program
- 8.2.07 understand the function of an Internet Service Provider (ISP)
- 8.2.08 can configure an email client program (Outlook, Outlook Express, Entourage, etc.) to retrieve and send emails

I

- 8.2.01 can open and save an attached file
- 8.2.02 can upload a file as an attachment
- 8.2.03 can distinguish between various file types in attachments

8th Grade

1. Basic Computer Knowledge

1.1 - Basic Computer Use

I

- 1.1.19 understand file types (graphics, applications, multimedia)
- 1.1.20 can find a file or program using the "find" command
- 1.1.22 access information from a directory or file
- 1.1.23 access on-line information for instruction

E

- 1.1.01 can explain what a computer does
- 1.1.02 can start and restart a computer
- 1.1.03 utilize developmentally appropriate and accurate terminology to communicate effectively in a technological society
- 1.1.04 can manage multiple applications
- 1.1.05 can identify a mouse and explain how it works
- 1.1.06 can move a mouse and point to a desired location
- 1.1.07 can click and drag a mouse
- 1.1.08 can select a file using a mouse
- 1.1.09 can choose a command from the menu bar using a mouse
- 1.1.10 can close a window using a mouse
- 1.1.11 can open a window using a mouse
- 1.1.12 can move a window using a mouse
- 1.1.13 can re-size a window using a mouse
- 1.1.14 can close a file and/or quit a program using a mouse
- 1.1.15 can open a file and/or start a program using a mouse
- 1.1.16 can change the view of a window (arrange icons by large icons, small icons, or list, etc.)
- 1.1.17 can change the name of a file
- 1.1.18 can change settings of the desktop
- 1.1.21 use a variety of media and technology resources for directed and independent learning activities across the curriculum
- 1.1.24 can identify different types of printers and their appropriate uses
- 1.1.25 can print from an open application
- 1.1.26 can choose an appropriate printer
- 1.1.27 can choose a different printer on a local or network computer
- 1.1.28 can back-up file(s) to another location (disk, server drive)
- 1.1.29 can view menu options for files (by right-clicking or ctrl-clicking on macs)

1.2 - Computer Hardware/Software

I

- 1.2.08 understand hardware/software compatibility

E

- 1.2.01 can identify the parts of a computer
- 1.2.02 distinguish between input, output, and storage devices

- 1.2.03 demonstrate appropriate use of hardware (input/output devices) and media
- 1.2.04 can explain functions of motherboard, processor (CPU), and modem/network card
- 1.2.05 can explain what a hard drive is used for
- 1.2.06 can explain what a floppy disk is used for
- 1.2.07 can explain what RAM is and what it is used for

1.3 - Keyboarding

I

- 1.3.13 show proper keystroking technique
- 1.3.17 can use keyboard shortcuts
- 1.3.18 can set and use tabs
- 1.3.19 can use tab stops to make a chart

E

- 1.3.01 know the relative position of the keys on a keyboard
- 1.3.02 identify and use letter and number keys
- 1.3.03 use informal keyboarding skills (left hand on left side of keyboard, right hand on right side of keyboard, thumb on space bar, etc.)
- 1.3.04 identify and use home row keys
- 1.3.05 can type words, phrases, sentences
- 1.3.06 show proper posture
- 1.3.07 can use shift instead of caps lock to capitalize words
- 1.3.08 appropriately use the arrow keys and space bar
- 1.3.09 can set and use paragraph indent using tab key
- 1.3.10 show proper Return / Enter Key technique and use
- 1.3.11 show proper use of punctuation keys
- 1.3.12 show proper space bar technique
- 1.3.14 can type paragraphs
- 1.3.15 can type compositions
- 1.3.16 understand uses of command, option, control, alt, etc. keys of the keyboard

1.4 - Operating Systems

E

- 1.4.01 can identify icons for applications, documents, folders, and disks
- 1.4.02 can locate the menu bar and pull down each menu
- 1.4.03 can identify the active and non-active options in a menu
- 1.4.04 differentiate among operating systems
- 1.4.05 identify the functions and advantages of computer productivity software

1.5 - Networking

E

- 1.5.01 can log on and off a network
- 1.5.02 can explain how a network operates
- 1.5.03 can explain the basic operation of a network server
- 1.5.04 can access and start programs on a network
- 1.5.05 save files to individual home directories
- 1.5.06 use multiple storage drives (A:/ S:/ U:/)
- 1.5.07 can print documents to a network printer
- 1.5.08 know the importance of password security

2. Social, Ethical, and Human Issues

2.1 - Responsible Use

E

- 2.1.01 demonstrate proper care of hardware (computer, peripherals, other equipment and media)
- 2.1.02 demonstrates acceptable behavior at the computer and in the lab
- 2.1.03 discuss basic issues related to responsible use of technology systems and software and information including personal consequence of inappropriate use
- 2.1.04 explain the consequences of unethical use of technology (hacking, viruses, worms, etc...)
- 2.1.05 use Internet appropriately
- 2.1.06 use appropriate computer netiquette

2.2 - Information Ownership

I

- 2.2.08 cite electronic sources properly

E

- 2.2.01 understand and abide by the BHUSD Acceptable Use Policy
- 2.2.02 respects the privacy of other students' data and work space
- 2.2.03 respect the privacy of all users through the use of security rules: copyright laws and fair use policies
- 2.2.04 understand copyright laws and policies with regard to ownership and use of electronic information

- 2.2.05 respects copyright laws and fair use policies
- 2.2.06 explain the consequence of copyright violation
- 2.2.07 obtain permission to use electronic media sources and products

2.3 - Implications of Technology Use

I

- 2.3.08 identify factors that affect access to technology
- 2.3.09 assess the impact of networks on society.
- 2.3.10 identify and practice legal and ethical behaviors when using information and technology

E

- 2.3.01 explain types of tasks for which technology may be used in school, home, and business
- 2.3.02 discuss the advantages and disadvantages associated with common uses of technology in daily life
- 2.3.03 determine considerations necessary to use electronic media sources and products
- 2.3.04 explain uses and advantages of telecommunications
- 2.3.05 evaluate the accuracy, appropriateness, relevance, comprehensiveness, and bias of electronic information
- 2.3.06 describe current changes in information technologies and the effect those changes have on the workplace, school and society
- 2.3.07 identify areas in which technology has impacted human lives

3. Word Processing

3.1 - General

I

- 3.1.07 can explain uses and advantages of word processing
- 3.1.09 can use the "save as" feature to create new versions of documents
- 3.1.10 can use save as to change location
- 3.1.11 can use save as to change file type
- 3.1.14 can create or cut and paste spreadsheets into word processing documents
- 3.1.18 can use a word processing program to show changes in drafts of a written document
- 3.1.20 can use a word processor to type and create essays, and research projects
- 3.1.21 can create a formal lab report for science

E

- 3.1.01 can open and create new documents
- 3.1.02 understands the concept of the insertion point & the cursor
- 3.1.03 can enter text in a word processing program
- 3.1.04 can delete text using the delete and backspace keys
- 3.1.05 can cut, copy & paste text
- 3.1.06 can save and print a new document
- 3.1.08 can edit text
- 3.1.12 can close from the menu bar, icons and key commands
- 3.1.13 can move/copy text & graphics between two or more word processing documents
- 3.1.15 can copy & paste information into a word processing document including proper citations
- 3.1.16 can move/copy text and graphics between applications
- 3.1.17 can type using proper keyboarding skills
- 3.1.19 can use a word processor to create and format stories or poems
- 3.1.22 can retrieve saved word processing files

3.2 - Graphics

E

- 3.2.01 can create, copy, import, position & manipulate relevant graphics into a word processing document
- 3.2.02 can size graphics
- 3.2.03 can understand different graphic file formats
- 3.2.04 can change a graphic to be in front of text, in-line, behind text, imbedded and non imbedded etc...

3.3 - Page Layout

F

- 3.3.01 can set margins
- 3.3.10 can create a document template

I

- 3.3.02 can manipulate the layout of a document (margins, columns, justification, line spacing, etc.)
- 3.3.03 can enter & modify page numbers
- 3.3.04 can use headers, footers, and pagination
- 3.3.05 can insert, position & remove all types of tabs
- 3.3.06 can create & use indents & overhanging indents
- 3.3.07 can insert & customize footers & headers
- 3.3.08 can use page breaks
- 3.3.09 can set tabs
- 3.3.11 can make brochures

3.3.13 can use desktop publishing techniques

E

3.3.12 can generate letters

3.4 - Printing

F

3.4.05 can print using various sizes of paper

I

3.4.03 can print selected parts

3.4.04 can select page orientation

E

3.4.01 can print entire file

3.4.02 can use "Print Preview" feature

3.5 - Text Formatting

F

3.5.17 can use typography skills (leading, kerning, tracking)

I

3.5.05 understands the concept of text/word wrap

3.5.07 can use show/hide tool

3.5.08 can create tables

3.5.10 can insert, modify, delete columns, sections and text objects

3.5.11 can use numbering and multiple level outlines

3.5.12 can highlight text using the pointer in the left margin

3.5.13 can space lines

3.5.14 can highlight text using shift and arrow keys

3.5.15 can describe the various attributes of type (size and classification)

3.5.16 can highlight text using shift and click

3.5.18 can format documents

E

3.5.01 can change text to bold, underline or italic

3.5.02 can change font styles and size

3.5.03 can highlight text by dragging the mouse over text

3.5.04 can indent using the tab key

3.5.06 can format a document (text size, fonts, styles, etc.)

3.5.09 can justify text (center, right, left, justified)

3.5.19 can space words and punctuation appropriately

3.6 - Tools

F

3.6.08 can use word count and track changes

3.6.09 can use "find" and "replace" features

3.6.10 can create a resume or formal letter using a document template

3.6.11 can create labels using a template

I

3.6.02 can use grammar check to find mistakes in grammar

3.6.03 understands the limitations of the spell and grammar checking feature

3.6.04 can use thesaurus

3.6.05 can visually check for names not in checker's dictionary

3.6.06 can select synonyms for a word

3.6.07 can change case

E

3.6.01 can use the spell checking feature to proof a document

4. Spreadsheets

4.1 - Basic Skills

F

4.1.03 can explain advantages of using spreadsheets

4.1.05 can apply appropriate techniques for producing spreadsheets

4.1.06 can recognize the parts of a spreadsheet

4.1.07 can distinguish between columns and rows

4.1.08 can name, save, test & edit the spreadsheet

4.1.09 can enter and edit data

4.1.10 can save updated spreadsheets

4.1.11 can use print all function

4.1.12 can use print selection function

4.1.13 can use close function

- 4.1.14 can select a cell or block of cells
- 4.1.15 can move to a specific cell on a spreadsheet
- 4.1.16 can insert or delete rows, columns, or blocks of the spreadsheet

I

- 4.1.01 can identify examples of spreadsheets
- 4.1.02 can identify uses of spreadsheets
- 4.1.04 can create and save spreadsheets

4.2 - Formatting

F

- 4.2.01 can format data
- 4.2.02 can format a cell or cells
- 4.2.03 can change the way numbers are displayed
- 4.2.04 can specify data organization

4.3 - Data Calculation

F

- 4.3.01 can set cell attributes
- 4.3.02 can create simple calculation formulas
- 4.3.03 can build a formula into a cell
- 4.3.04 can create a spreadsheet with accumulated subtotals & totals
- 4.3.05 can add new text, or numbers to a spreadsheet to see the effect that this change has on the rest of the information
- 4.3.06 can change or correct information in one or more cells on an existing spreadsheet
- 4.3.07 can copy & paste values & formulas to selected cells
- 4.3.08 can use fill down/across function
- 4.3.09 can change the order of rows in a selection by sorting
- 4.3.10 can use a spreadsheet to suggest trends in data
- 4.3.11 can find using greater than, less than & range criteria

4.4 - Graphs/Charts

F

- 4.4.01 can generate graphs from spreadsheets
- 4.4.02 can determine and create appropriate type of graph
- 4.4.04 can plot information & create a line, stack, bar and/or combination chart including titles, scales & legends
- 4.4.05 can incorporate graphs into word processing

I

- 4.4.03 can create a pie chart including titles, scales & legends

5. Databases

5.1 - Database Design

F

- 5.1.01 can create new or open existing databases
- 5.1.02 apply appropriate techniques for producing or manipulating databases
- 5.1.03 can name fields
- 5.1.04 can set field attributes
- 5.1.05 name, save, test & edit the database
- 5.1.06 can use save, save as and close

5.2 - Data Entry

F

- 5.2.01 can enter data into a database
- 5.2.02 can edit data
- 5.2.03 can query data
- 5.2.04 can filter data
- 5.2.05 can organize a file by sorting (alpha, numerically, chronologically) on a chosen field
- 5.2.06 can search data
- 5.2.07 can merge data
- 5.2.08 can use print options
- 5.2.09 can create and print reports
- 5.2.10 can print sorted records to use information in reports & for hard copy reference
- 5.2.11 can design the layout of a record based on which fields will be searched most frequently & the space necessary for each field
- 5.2.12 can create multiple layouts for outputting data
- 5.2.13 can save updated records on disk, drive or server
- 5.2.14 can use a public database to retrieve information

5.3 - Database Concepts

F

- 5.3.04 can plan data structure
- 5.3.05 can determine what data items to use in the database
- 5.3.06 can determine the type of information to go into each field on the basis of the type of search questions that will be asked
- 5.3.07 can outline potential errors in creating and using data

I

- 5.3.01 can identify uses of databases
- 5.3.02 can explain advantages of using databases
- 5.3.03 can identify examples of databases

6. Multimedia Authoring / Presentations / Graphics

6.1 - Graphics

I

- 6.1.03 differentiate file type & sizes

E

- 6.1.01 student can use paint & draw programs
- 6.1.02 can produce a document using graphic software
- 6.1.04 can use a graphic to illustrate an idea in a document

6.2 - Graphics Editing

F

- 6.2.12 can cut, copy, and paste objects between layers
- 6.2.14 can modify & export/import a graphic

I

- 6.2.11 can group objects
- 6.2.13 can combine a graphic (original or copied) with some descriptive words
- 6.2.15 can use text wrap (around the graphic)

E

- 6.2.01 can access, capture & manipulate graphics/clip art
- 6.2.02 can highlight/select a graphic using the arrow tool(edit tool) or frame/marquee tool
- 6.2.03 can move/copy a selected graphic or 'paint' area to another screen
- 6.2.04 can highlight/select a 'paint' area using the lasso or frame/marquee tool
- 6.2.05 insert graphics, clip art, digital pictures, paint, and/or original scanned artwork
- 6.2.06 can change the size or shape of an object using the edge handles
- 6.2.07 can move a graphic to another location on the screen
- 6.2.08 can duplicate an object
- 6.2.09 paste/import a clip art graphic
- 6.2.10 can change an object's pattern
- 6.2.16 use Word Art or similar to enhance titles (text)

6.3 - Graphics Tools

I

- 6.3.09 can use the shape tools to draw objects of different shapes & sizes
- 6.3.10 can apply special effects such a rotate, stretch, shrink, etc.

E

- 6.3.01 can use the draw/paint tools to draw a picture/object
- 6.3.02 can use the pencil tool
- 6.3.03 can use the line tool
- 6.3.04 can use the paint bucket
- 6.3.05 can use the brush tool
- 6.3.06 can use the eraser tool
- 6.3.07 can change the pattern of the line, brush or bucket
- 6.3.08 can draw lines of different thicknesses

6.4 - Multimedia Presentations

F

- 6.4.16 create a Master screen/slide/page
- 6.4.22 customize the background using color, pattern or picture
- 6.4.25 animate text and/or graphics to add impact
- 6.4.26 create slide layouts for tables and/or charts
- 6.4.27 include a digitized movie in a project which can be played somewhere within the project, such as on a particular screen
- 6.4.30 create an electronic presentation using research in a real world context
- 6.4.31 save a presentation as a web page(software dependent)
- 6.4.33 deliver presentation using a projection device

- 6.4.34 create notes for final presentation
- E*
- 6.4.01 prepare an electronic presentation
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 - 6.4.13 use SAVE to store a presentation as a new and/or existing file
 - 6.4.14 arrange slides/screens in a logical and appropriate order
 - 6.4.15 create a menu slide that allows users to jump to other slides (links)
 - 6.4.17 use a variety of media and technology resources to produce developmentally appropriate multimedia products across the curriculum
 - 6.4.18 use slide transitions between slides
 - 6.4.19 arrange objects on the slide/screen
 - 6.4.20 create or change the look of a presentation (color schemes)
 - 6.4.21 insert frames with titles or closing credits, etc.
 - 6.4.23 practice presentation skills for audience (use of microphone, posture, delivery skills)
 - 6.4.24 can work individually and in groups to create a multi-graphic presentation
 - 6.4.28 give appropriate citation to all graphics (add link where appropriate)
 - 6.4.29 create a 'credit' screen or add to bottom of page (citations)
 - 6.4.32 create a hyperlinks to websites (as citations or reference)

6.5 - Sound

F

- 6.5.06 add sound(s) to a silent movie
- 6.5.07 change the sound track(s) of a movie
- 6.5.08 take a digitized sound and delete unwanted sections(portions)
- 6.5.09 apply special effects to a digitized sound

E

- 6.5.01 use sound to enhance presentation
- 6.5.02 copy/download a sound file to the hard drive
- 6.5.03 record sound and save in digitized form
- 6.5.04 can copy/download a music(sound) track(clip) to a hard drive for use in a multimedia project
- 6.5.05 can use an external microphone to improve sound quality
- 6.5.10 can identify and explain the difference between various sound formats (.wav, .mp3, .mid, .aiff, etc.)

6.6 - Still Images

I

- 6.6.01 can operate a digital 'still' camera (turn it on/off, take photo, eject media if applicable)
- 6.6.02 can download digital images from a digital still camera to a computer
- 6.6.03 can identify settings of digital "still" camera (image size, format, etc.)

6.7 - Video Images

F

- 6.7.02 can identify and explain the difference between various video formats (.avi, .mov, .mpg, .wmv, etc.)

E

- 6.7.01 play a digitized movie already created using a stand-alone application

6.8 - Video Cameras

F

- 6.8.05 can use manual focus to make an off-center shot sharp
- 6.8.06 can demonstrate a smooth camera zoom in and zoom out
- 6.8.07 can use the zoom and focus controls to set up a medium shot of another person
- 6.8.08 can demonstrate a shot using the macro setting
- 6.8.10 can demonstrate proper hand position using a camera on a tripod
- 6.8.11 can set up a tripod
- 6.8.12 can mount a camera on a tripod
- 6.8.13 can connect a camera to a monitor so the image appears on the monitor

E

- 6.8.01 can operate an analog or digital video camera
- 6.8.02 can turn on a camera using battery power
- 6.8.03 can demonstrate a technique for shooting hand-held
- 6.8.04 can record a short shot on videotape
- 6.8.09 can remove the battery from the camera and put it into a recharger

6.9 - Video Editing

F

- 6.9.01 capture video from a source(video camera, VCR, etc.) and save in digitized form on a hard drive
- 6.9.02 use copy and paste to take movie clips from one movie/movies and assemble them in a new movie file
- 6.9.03 add transitions between sections of a movie
- 6.9.04 apply special effects to a movie
- 6.9.05 can export to digital video camera
- 6.9.06 can export to file (mov, avi, wmv...)
- 6.9.07 can burn to CD and/or DVD

7. Internet / Research

7.1 - Communications Applications

I

- 7.1.04 can identify different web browsers
- 7.1.05 can use a variety of Internet search engines
- 7.1.06 use appropriate tools and technology resources to resolve information conflicts by validating information through research and a comparison of data
- 7.1.07 can download various file types from the Internet
- 7.1.08 can copy and paste information from a web page (while using proper citation techniques)
- 7.1.09 can locate specific words on a web page by conducting a local "find"
- 7.1.10 can copy and save images from a web page (while using proper citation techniques)
- 7.1.11 use appropriate (content-specific) on-line resources to support learning and research
- 7.1.12 use telecommunication and other media to collaborate and interact with peers and other audiences, following appropriate laws and regulations
- 7.1.13 can change Internet Options in the web browser (change home page, etc.)
- 7.1.14 can identify hardware components of a telecommunications system- server, terminal, client tool, modem, DSL, T-1
- 7.1.15 can view the HTML source of a web page

E

- 7.1.01 can identify the different parts of a web address
- 7.1.02 can create an electronic bookmark or "Favorite"
- 7.1.03 can identify and utilize the back, forward, stop, refresh, and home buttons of a web browser

7.2 - Research Skills

I

- 7.2.02 define search parameters
- 7.2.05 evaluate for accuracy, appropriateness, and relevance
- 7.2.06 evaluate for comprehensiveness and bias
- 7.2.07 identify appropriate resources
- 7.2.08 compare information from at least three sources
- 7.2.09 can locate and select the most useful sources from among all of those available using the rule of 3 corroborative sources
- 7.2.10 produce research project incorporating information retrieved from at least three different types of sources
- 7.2.11 can skim or scan for major ideas
- 7.2.12 can do a single field word search
- 7.2.13 can design a search strategy, narrowing the search parameters as needed
- 7.2.14 relate search results to class or individual assignment
- 7.2.15 take notes and paraphrase information and learning from a search
- 7.2.16 select appropriate technology tools and resources to address a variety of tasks and problems
- 7.2.17 cite electronic sources appropriately for a bibliography or works cited page
- 7.2.18 discuss the use of technology as a resource for solving a variety of tasks
- 7.2.23 utilize technology for making data-driven decisions

E

- 7.2.01 identify keywords and types of information needed
- 7.2.03 use the Internet to access information
- 7.2.04 identify useful information from a search
- 7.2.19 understands how an electronic encyclopedia functions
- 7.2.20 use technology in the research process
- 7.2.21 can identify key words, names, and phrases
- 7.2.22 search electronic card catalogs, electronic dictionaries, encyclopedias, and almanacs as

appropriate

8. Email

8.1 - Basic Email Use

I

- 8.1.06 can identify methods of checking email (web-based vs. email client software)
- 8.1.07 can differentiate between the various on-line services (Internet Service Providers)
- 8.1.09 demonstrate ways technology can be used to transfer information, documents, files and images

E

- 8.1.01 can send and retrieve electronic mail
- 8.1.02 can identify and utilize the "to:," "cc:," and "bcc:" lines of email messages
- 8.1.03 can "reply to," "forward," and "reply to all" while composing messages
- 8.1.04 use proper spelling, grammar and conventions when writing formal email
- 8.1.05 can use vocabulary related to the use of telecommunications
- 8.1.08 explain ways technology is used to transfer information

8.2 - Advanced Email Use

F

- 8.2.07 understand the function of an Internet Service Provider (ISP)
- 8.2.08 can configure an email client program (Outlook, Outlook Express, Entourage, etc.) to retrieve and send emails

I

- 8.2.01 can open and save an attached file
- 8.2.02 can upload a file as an attachment
- 8.2.03 can distinguish between various file types in attachments
- 8.2.04 can create folders for organization of emails
- 8.2.05 can manage a contact list or address book in an email program
- 8.2.06 can sort emails by sender, recipient, date, and size in an email program

9-12 Grades

1. Basic Computer Knowledge

1.1 - Basic Computer Use

E

- 1.1.01 can explain what a computer does
- 1.1.02 can start and restart a computer
- 1.1.03 utilize developmentally appropriate and accurate terminology to communicate effectively in a technological society
- 1.1.04 can manage multiple applications
- 1.1.05 can identify a mouse and explain how it works
- 1.1.06 can move a mouse and point to a desired location
- 1.1.07 can click and drag a mouse
- 1.1.08 can select a file using a mouse
- 1.1.09 can choose a command from the menu bar using a mouse
- 1.1.10 can close a window using a mouse
- 1.1.11 can open a window using a mouse
- 1.1.12 can move a window using a mouse
- 1.1.13 can re-size a window using a mouse
- 1.1.14 can close a file and/or quit a program using a mouse
- 1.1.15 can open a file and/or start a program using a mouse
- 1.1.16 can change the view of a window (arrange icons by large icons, small icons, or list, etc.)
- 1.1.17 can change the name of a file
- 1.1.18 can change settings of the desktop
- 1.1.19 understand file types (graphics, applications, multimedia)
- 1.1.20 can find a file or program using the "find" command
- 1.1.21 use a variety of media and technology resources for directed and independent learning activities across the curriculum
- 1.1.22 access information from a directory or file
- 1.1.23 access on-line information for instruction
- 1.1.24 can identify different types of printers and their appropriate uses
- 1.1.25 can print from an open application
- 1.1.26 can choose an appropriate printer
- 1.1.27 can choose a different printer on a local or network computer
- 1.1.28 can back-up file(s) to another location (disk, server drive)
- 1.1.29 can view menu options for files (by right-clicking or ctrl-clicking on macs)

1.2 - Computer Hardware/Software

I

1.2.08 understand hardware/software compatibility

E

1.2.01 can identify the parts of a computer
1.2.02 distinguish between input, output, and storage devices
1.2.03 demonstrate appropriate use of hardware (input/output devices) and media
1.2.04 can explain functions of motherboard, processor (CPU), and modem/network card
1.2.05 can explain what a hard drive is used for
1.2.06 can explain what a floppy disk is used for
1.2.07 can explain what RAM is and what it is used for

1.3 - Keyboarding

I

1.3.13 show proper keystroking technique
1.3.17 can use keyboard shortcuts
1.3.18 can set and use tabs
1.3.19 can use tab stops to make a chart

E

1.3.01 know the relative position of the keys on a keyboard
1.3.02 identify and use letter and number keys
1.3.03 use informal keyboarding skills (left hand on left side of keyboard, right hand on right side of keyboard, thumb on space bar, etc.)
1.3.04 identify and use home row keys
1.3.05 can type words, phrases, sentences
1.3.06 show proper posture
1.3.07 can use shift instead of caps lock to capitalize words
1.3.08 appropriately use the arrow keys and space bar
1.3.09 can set and use paragraph indent using tab key
1.3.10 show proper Return / Enter Key technique and use
1.3.11 show proper use of punctuation keys
1.3.12 show proper space bar technique
1.3.14 can type paragraphs
1.3.15 can type compositions
1.3.16 understand uses of command, option, control, alt, etc. keys of the keyboard

1.4 - Operating Systems

E

1.4.01 can identify icons for applications, documents, folders, and disks
1.4.02 can locate the menu bar and pull down each menu
1.4.03 can identify the active and non-active options in a menu
1.4.04 differentiate among operating systems
1.4.05 identify the functions and advantages of computer productivity software

1.5 - Networking

E

1.5.01 can log on and off a network
1.5.02 can explain how a network operates
1.5.03 can explain the basic operation of a network server
1.5.04 can access and start programs on a network
1.5.05 save files to individual home directories
1.5.06 use multiple storage drives (A:/ S:/ U:/)
1.5.07 can print documents to a network printer
1.5.08 know the importance of password security

2. Social, Ethical, and Human Issues

2.1 - Responsible Use

E

2.1.01 demonstrate proper care of hardware (computer, peripherals, other equipment and media)
2.1.02 demonstrates acceptable behavior at the computer and in the lab
2.1.03 discuss basic issues related to responsible use of technology systems and software and information including personal consequence of inappropriate use
2.1.04 explain the consequences of unethical use of technology (hacking, viruses, worms, etc...)
2.1.05 use Internet appropriately
2.1.06 use appropriate computer netiquette

2.2 - Information Ownership

E

- 2.2.01 understand and abide by the BHUSD Acceptable Use Policy
- 2.2.02 respects the privacy of other students' data and work space
- 2.2.03 respect the privacy of all users through the use of security rules: copyright laws and fair use policies
- 2.2.04 understand copyright laws and policies with regard to ownership and use of electronic information
- 2.2.05 respects copyright laws and fair use policies
- 2.2.06 explain the consequence of copyright violation
- 2.2.07 obtain permission to use electronic media sources and products
- 2.2.08 cite electronic sources properly

2.3 - Implications of Technology Use

I

- 2.3.08 identify factors that affect access to technology
- 2.3.09 assess the impact of networks on society.
- 2.3.10 identify and practice legal and ethical behaviors when using information and technology

E

- 2.3.01 explain types of tasks for which technology may be used in school, home, and business
- 2.3.02 discuss the advantages and disadvantages associated with common uses of technology in daily life
- 2.3.03 determine considerations necessary to use electronic media sources and products
- 2.3.04 explain uses and advantages of telecommunications
- 2.3.05 evaluate the accuracy, appropriateness, relevance, comprehensiveness, and bias of electronic information
- 2.3.06 describe current changes in information technologies and the effect those changes have on the workplace, school and society
- 2.3.07 identify areas in which technology has impacted human lives

3. Word Processing

3.1 - General

I

- 3.1.14 can create or cut and paste spreadsheets into word processing documents

E

- 3.1.01 can open and create new documents
- 3.1.02 understands the concept of the insertion point & the cursor
- 3.1.03 can enter text in a word processing program
- 3.1.04 can delete text using the delete and backspace keys
- 3.1.05 can cut, copy & paste text
- 3.1.06 can save and print a new document
- 3.1.07 can explain uses and advantages of word processing
- 3.1.08 can edit text
- 3.1.09 can use the "save as" feature to create new versions of documents
- 3.1.10 can use save as to change location
- 3.1.11 can use save as to change file type
- 3.1.12 can close from the menu bar, icons and key commands
- 3.1.13 can move/copy text & graphics between two or more word processing documents
- 3.1.15 can copy & paste information into a word processing document including proper citations
- 3.1.16 can move/copy text and graphics between applications
- 3.1.17 can type using proper keyboarding skills
- 3.1.18 can use a word processing program to show changes in drafts of a written document
- 3.1.19 can use a word processor to create and format stories or poems
- 3.1.20 can use a word processor to type and create essays, and research projects
- 3.1.21 can create a formal lab report for science
- 3.1.22 can retrieve saved word processing files

3.2 - Graphics

E

- 3.2.01 can create, copy, import, position & manipulate relevant graphics into a word processing document
- 3.2.02 can size graphics
- 3.2.03 can understand different graphic file formats
- 3.2.04 can change a graphic to be in front of text, in-line, behind text, imbedded and non imbedded etc...

3.3 - Page Layout

I

- 3.3.01 can set margins
- 3.3.03 can enter & modify page numbers
- 3.3.04 can use headers, footers, and pagination

- 3.3.05 can insert, position & remove all types of tabs
- 3.3.06 can create & use indents & overhanging indents
- 3.3.07 can insert & customize footers & headers
- 3.3.08 can use page breaks
- 3.3.09 can set tabs
- 3.3.10 can create a document template
- 3.3.11 can make brochures

E

- 3.3.02 can manipulate the layout of a document (margins, columns, justification, line spacing, etc.)
- 3.3.12 can generate letters
- 3.3.13 can use desktop publishing techniques

3.4 - Printing

F

- 3.4.05 can print using various sizes of paper

E

- 3.4.01 can print entire file
- 3.4.02 can use "Print Preview" feature
- 3.4.03 can print selected parts
- 3.4.04 can select page orientation

3.5 - Text Formatting

F

- 3.5.17 can use typography skills (leading, kerning, tracking)

I

- 3.5.11 can use numbering and multiple level outlines

E

- 3.5.01 can change text to bold, underline or italic
- 3.5.02 can change font styles and size
- 3.5.03 can highlight text by dragging the mouse over text
- 3.5.04 can indent using the tab key
- 3.5.05 understands the concept of text/word wrap
- 3.5.06 can format a document (text size, fonts, styles, etc.)
- 3.5.07 can use show/hide tool
- 3.5.08 can create tables
- 3.5.09 can justify text (center, right, left, justified)
- 3.5.10 can insert, modify, delete columns, sections and text objects
- 3.5.12 can highlight text using the pointer in the left margin
- 3.5.13 can space lines
- 3.5.14 can highlight text using shift and arrow keys
- 3.5.15 can describe the various attributes of type (size and classification)
- 3.5.16 can highlight text using shift and click
- 3.5.18 can format documents
- 3.5.19 can space words and punctuation appropriately

3.6 - Tools

F

- 3.6.12 can use framelinks and link documents

I

- 3.6.08 can use word count and track changes
- 3.6.09 can use "find" and "replace" features
- 3.6.10 can create a resume or formal letter using a document template
- 3.6.11 can create labels using a template

E

- 3.6.01 can use the spell checking feature to proof a document
- 3.6.02 can use grammar check to find mistakes in grammar
- 3.6.03 understands the limitations of the spell and grammar checking feature
- 3.6.04 can use thesaurus
- 3.6.05 can visually check for names not in checker's dictionary
- 3.6.06 can select synonyms for a word
- 3.6.07 can change case

4. Spreadsheets

4.1 - Basic Skills

I

- 4.1.01 can identify examples of spreadsheets
- 4.1.02 can identify uses of spreadsheets
- 4.1.03 can explain advantages of using spreadsheets

- 4.1.04 can create and save spreadsheets
- 4.1.05 can apply appropriate techniques for producing spreadsheets
- 4.1.06 can recognize the parts of a spreadsheet
- 4.1.07 can distinguish between columns and rows
- 4.1.08 can name, save, test & edit the spreadsheet
- 4.1.09 can enter and edit data
- 4.1.10 can save updated spreadsheets
- 4.1.11 can use print all function
- 4.1.12 can use print selection function
- 4.1.13 can use close function
- 4.1.14 can select a cell or block of cells
- 4.1.15 can move to a specific cell on a spreadsheet
- 4.1.16 can insert or delete rows, columns, or blocks of the spreadsheet

4.2 - Formatting

I

- 4.2.01 can format data
- 4.2.02 can format a cell or cells
- 4.2.03 can change the way numbers are displayed
- 4.2.04 can specify data organization

4.3 - Data Calculation

F

- 4.3.12 can create a spreadsheet for developing a budget & managing income, expenses, & saving
- 4.3.13 can create a spreadsheet for banking to represent amortization, interest rate, repayment amount, & loan amount

I

- 4.3.01 can set cell attributes
- 4.3.02 can create simple calculation formulas
- 4.3.03 can build a formula into a cell
- 4.3.04 can create a spreadsheet with accumulated subtotals & totals
- 4.3.05 can add new text, or numbers to a spreadsheet to a spreadsheet to see the effect that this change has on the rest of the information
- 4.3.06 can change or correct information in one or more cells on an existing spreadsheet
- 4.3.07 can copy & paste values & formulas to selected cells
- 4.3.08 can use fill down/across function
- 4.3.09 can change the order of rows in a selection by sorting
- 4.3.10 can use a spreadsheet to suggest trends in data
- 4.3.11 can find using greater than, less than & range criteria

4.4 - Graphs/Charts

I

- 4.4.01 can generate graphs from spreadsheets
- 4.4.02 can determine and create appropriate type of graph
- 4.4.03 can create a pie chart including titles, scales & legends
- 4.4.04 can plot information & create a line, stack, bar and/or combination chart including titles, scales & legends
- 4.4.05 can incorporate graphs into word processing

5. Databases

5.1 - Database Design

F

- 5.1.01 can create new or open existing databases
- 5.1.02 apply appropriate techniques for producing or manipulating databases
- 5.1.03 can name fields
- 5.1.04 can set field attributes
- 5.1.05 name, save, test & edit the database
- 5.1.06 can use save, save as and close

5.2 - Data Entry

F

- 5.2.01 can enter data into a database
- 5.2.02 can edit data
- 5.2.03 can query data
- 5.2.04 can filter data
- 5.2.05 can organize a file by sorting (alpha, numerically, chronologically) on a chosen field
- 5.2.06 can search data
- 5.2.07 can merge data
- 5.2.08 can use print options
- 5.2.09 can create and print reports

- 5.2.10 can print sorted records to use information in reports & for hard copy reference
- 5.2.11 can design the layout of a record based on which fields will be searched most frequently & the space necessary for each field
- 5.2.12 can create multiple layouts for outputting data
- 5.2.13 can save updated records on disk, drive or server
- 5.2.14 can use a public database to retrieve information

5.3 - Database Concepts

F

- 5.3.04 can plan data structure
- 5.3.05 can determine what data items to use in the database
- 5.3.06 can determine the type of information to go into each field on the basis of the type of search questions that will be asked
- 5.3.07 can outline potential errors in creating and using data

I

- 5.3.01 can identify uses of databases
- 5.3.02 can explain advantages of using databases
- 5.3.03 can identify examples of databases

6. Multimedia Authoring / Presentations / Graphics

6.1 - Graphics

E

- 6.1.01 student can use paint & draw programs
- 6.1.02 can produce a document using graphic software
- 6.1.03 differentiate file type & sizes
- 6.1.04 can use a graphic to illustrate an idea in a document

6.2 - Graphics Editing

I

- 6.2.11 can group objects
- 6.2.12 can cut, copy, and paste objects between layers
- 6.2.14 can modify & export/import a graphic

E

- 6.2.01 can access, capture & manipulate graphics/clip art
- 6.2.02 can highlight/select a graphic using the arrow tool(edit tool) or frame/marquee tool
- 6.2.03 can move/copy a selected graphic or 'paint' area to another screen
- 6.2.04 can highlight/select a 'paint' area using the lasso or frame/marquee tool
- 6.2.05 insert graphics, clip art, digital pictures, paint, and/or original scanned artwork
- 6.2.06 can change the size or shape of an object using the edge handles
- 6.2.07 can move a graphic to another location on the screen
- 6.2.08 can duplicate an object
- 6.2.09 paste/import a clip art graphic
- 6.2.10 can change an object's pattern
- 6.2.13 can combine a graphic (original or copied) with some descriptive words
- 6.2.15 can use text wrap (around the graphic)
- 6.2.16 use Word Art or similar to enhance titles (text)

6.3 - Graphics Tools

I

- 6.3.10 can apply special effects such as rotate, stretch, shrink, etc.

E

- 6.3.01 can use the draw/paint tools to draw a picture/object
- 6.3.02 can use the pencil tool
- 6.3.03 can use the line tool
- 6.3.04 can use the paint bucket
- 6.3.05 can use the brush tool
- 6.3.06 can use the eraser tool
- 6.3.07 can change the pattern of the line, brush or bucket
- 6.3.08 can draw lines of different thicknesses
- 6.3.09 can use the shape tools to draw objects of different shapes & sizes

6.4 - Multimedia Presentations

F

- 6.4.26 create slide layouts for tables and/or charts
- 6.4.27 include a digitized movie in a project which can be played somewhere within the project, such as on a particular screen

I

- 6.4.16 create a Master screen/slide/page
- 6.4.22 customize the background using color, pattern or picture

- 6.4.25 animate text and/or graphics to add impact
- 6.4.30 create an electronic presentation using research in a real world context
- 6.4.31 save a presentation as a web page(software dependent)
- 6.4.33 deliver presentation using a projection device
- 6.4.34 create notes for final presentation

E

- 6.4.01 prepare an electronic presentation
- 6.4.02 demonstrate proficiency in displaying digital information
- 6.4.03 design a presentation using three or more different forms of media
- 6.4.04 open an existing multimedia project
- 6.4.05 close presentation
- 6.4.06 demonstrate proficiency in presenting multimedia projects
- 6.4.07 plan and construct a linear sequence which tells a story using text and/or graphics that change on each screen
- 6.4.08 add text to a presentation
- 6.4.09 add and edit text(fonts, size, color)
- 6.4.10 create and edit slides/screen
- 6.4.11 understand terminology of electronic presentation software: views, templates, master pages, color schemes, background items
- 6.4.12 use SAVE AS to save the presentation with a NEW name or to a different location
- 6.4.13 use SAVE to store a presentation as a new and/or existing file
- 6.4.14 arrange slides/screens in a logical and appropriate order
- 6.4.15 create a menu slide that allows users to jump to other slides (links)
- 6.4.17 use a variety of media and technology resources to produce developmentally appropriate multimedia products across the curriculum
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- 6.4.24 can work individually and in groups to create a multi-graphic presentation
- 6.4.28 give appropriate citation to all graphics (add link where appropriate)
- 6.4.29 create a 'credit' screen or add to bottom of page (citations)
- 6.4.32 create a hyperlinks to websites (as citations or reference)

6.5 - Sound

F

- 6.5.06 add sound(s) to a silent movie
- 6.5.07 change the sound track(s) of a movie
- 6.5.08 take a digitized sound and delete unwanted sections(portions)
- 6.5.09 apply special effects to a digitized sound

E

- 6.5.01 use sound to enhance presentation
- 6.5.02 copy/download a sound file to the hard drive
- 6.5.03 record sound and save in digitized form
- 6.5.04 can copy/download a music(sound) track(clip) to a hard drive for use in a multimedia project
- 6.5.05 can use an external microphone to improve sound quality
- 6.5.10 can identify and explain the difference between various sound formats (.wav, .mp3, .mid, .aiff, etc.)

6.6 - Still Images

E

- 6.6.01 can operate a digital 'still' camera (turn it on/off, take photo, eject media if applicable)
- 6.6.02 can download digital images from a digital still camera to a computer
- 6.6.03 can identify settings of digital "still" camera (image size, format, etc.)

6.7 - Video Images

I

- 6.7.02 can identify and explain the difference between various video formats (.avi, .mov, .mpg, .wmv, etc.)

E

- 6.7.01 play a digitized movie already created using a stand-alone application

6.8 - Video Cameras

F

- 6.8.05 can use manual focus to make an off-center shot sharp
- 6.8.08 can demonstrate a shot using the macro setting

I

- 6.8.06 can demonstrate a smooth camera zoom in and zoom out

- 6.8.07 can use the zoom and focus controls to set up a medium shot of another person
- 6.8.10 can demonstrate proper hand position using a camera on a tripod
- 6.8.11 can set up a tripod
- 6.8.12 can mount a camera on a tripod
- 6.8.13 can connect a camera to a monitor so the image appears on the monitor

E

- 6.8.01 can operate an analog or digital video camera
- 6.8.02 can turn on a camera using battery power
- 6.8.03 can demonstrate a technique for shooting hand-held
- 6.8.04 can record a short shot on videotape
- 6.8.09 can remove the battery from the camera and put it into a recharger

6.9 - Video Editing

I

- 6.9.01 capture video from a source(video camera, VCR, etc.) and save in digitized form on a hard drive
- 6.9.02 use copy and paste to take movie clips from one movie/movies and assemble them in a new movie file
- 6.9.03 add transitions between sections of a movie
- 6.9.04 apply special effects to a movie
- 6.9.05 can export to digital video camera
- 6.9.06 can export to file (mov, avi, wmv...)
- 6.9.07 can burn to CD and/or DVD

7. Internet / Research

7.1 - Communications Applications

E

- 7.1.01 can identify the different parts of a web address
- 7.1.02 can create an electronic bookmark or "Favorite"
- 7.1.03 can identify and utilize the back, forward, stop, refresh, and home buttons of a web browser
- 7.1.04 can identify different web browsers
- 7.1.05 can use a variety of Internet search engines
- 7.1.06 use appropriate tools and technology resources to resolve information conflicts by validating information through research and a comparison of data
- 7.1.07 can download various file types from the Internet
- 7.1.08 can copy and paste information from a web page (while using proper citation techniques)
- 7.1.09 can locate specific words on a web page by conducting a local "find"
- 7.1.10 can copy and save images from a web page (while using proper citation techniques)
- 7.1.11 use appropriate (content-specific) on-line resources to support learning and research
- 7.1.12 use telecommunication and other media to collaborate and interact with peers and other audiences, following appropriate laws and regulations
- 7.1.13 can change Internet Options in the web browser (change home page, etc.)
- 7.1.14 can identify hardware components of a telecommunications system- server, terminal, client tool, modem, DSL, T-1
- 7.1.15 can view the HTML source of a web page

7.2 - Research Skills

E

- 7.2.01 identify keywords and types of information needed
- 7.2.02 define search parameters
- 7.2.03 use the Internet to access information
- 7.2.04 identify useful information from a search
- 7.2.05 evaluate for accuracy, appropriateness, and relevance
- 7.2.06 evaluate for comprehensiveness and bias
- 7.2.07 identify appropriate resources
- 7.2.08 compare information from at least three sources
- 7.2.09 can locate and select the most useful sources from among all of those available using the rule of 3 corroborative sources
- 7.2.10 produce research project incorporating information retrieved from at least three different types of sources
- 7.2.11 can skim or scan for major ideas
- 7.2.12 can do a single field word search
- 7.2.13 can design a search strategy, narrowing the search parameters as needed
- 7.2.14 relate search results to class or individual assignment
- 7.2.15 take notes and paraphrase information and learning from a search
- 7.2.16 select appropriate technology tools and resources to address a variety of tasks and problems
- 7.2.17 cite electronic sources appropriately for a bibliography or works cited page
- 7.2.18 discuss the use of technology as a resource for solving a variety of tasks
- 7.2.19 understands how an electronic encyclopedia functions
- 7.2.20 use technology in the research process

- 7.2.21 can identify key words, names, and phrases
- 7.2.22 search electronic card catalogs, electronic dictionaries, encyclopedias, and almanacs as appropriate
- 7.2.23 utilize technology for making data-driven decisions

8. Email

8.1 - Basic Email Use

E

- 8.1.01 can send and retrieve electronic mail
- 8.1.02 can identify and utilize the "to:," "cc:," and "bcc:" lines of email messages
- 8.1.03 can "reply to," "forward," and "reply to all" while composing messages
- 8.1.04 use proper spelling, grammar and conventions when writing formal email
- 8.1.05 can use vocabulary related to the use of telecommunications
- 8.1.06 can identify methods of checking email (web-based vs. email client software)
- 8.1.07 can differentiate between the various on-line services (Internet Service Providers)
- 8.1.08 explain ways technology is used to transfer information
- 8.1.09 demonstrate ways technology can be used to transfer information, documents, files and images

8.2 - Advanced Email Use

I

- 8.2.07 understand the function of an Internet Service Provider (ISP)
- 8.2.08 can configure an email client program (Outlook, Outlook Express, Entourage, etc.) to retrieve and send emails

E

- 8.2.01 can open and save an attached file
- 8.2.02 can upload a file as an attachment
- 8.2.03 can distinguish between various file types in attachments
- 8.2.04 can create folders for organization of emails
- 8.2.05 can manage a contact list or address book in an email program
- 8.2.06 can sort emails by sender, recipient, date, and size in an email program