

Curriculum Guidebook: Technology
Grades PreK-8 2018-2019

Guide ID	Description	Gr PK	Gr K	Gr 1	Gr 2	Gr 3	Gr 4	Gr 5	Gr 6	Gr 7	Gr 8
Basic Computer Concepts											
001	Use and understand basic computer term "login" (or "log-in")	X	X	X	X						
002	Use and understand basic computer term "cursor"	X	X	X	X						
003	Use and understand basic computer term "Internet"	X	X	X	X	X	X				
004	Use and understand basic computer term "Web browser"		X	X	X	X	X				
005	Use and understand basic computer term "Web site"		X	X	X	X	X				
006	Learn keyboarding skills: practice proper posture		X	X	X	X	X				
007	Learn mouse skills: manipulate cursor using mouse	X	X	X							
008	Learn mouse skills: click to select		X	X							
009	Learn mouse skills: double-click to select		X	X							
010	Identify basic computer hardware components and peripheral devices: keyboard and mouse		X	X							
011	Identify basic computer hardware components and peripheral devices: monitor	X	X	X							
012	Identify basic computer hardware components and peripheral devices: printer	X	X	X							
013	Identify basic computer hardware components and peripheral devices: CD-ROM, DVD	X	X	X	X						
014	Identify basic computer hardware components and peripheral devices: Headphones/speakers	X	X	X	X						
015	Identify basic computer hardware components and peripheral devices: Electronic whiteboard if applicable	X	X								
017	Demonstrate appropriate care and use of keyboard and mouse		X	X	X						
018	Demonstrate appropriate care and use of CD-ROM, DVD		X	X	X						
019	Demonstrate ability to turn computer on/off independently	X	X	X							
020	Demonstrate appropriate care and use of printer				X	X	X				

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021	Demonstrate appropriate use of special keyboard keys (ESC, shift, arrow keys, spacebar, backspace, delete, enter, TAB TO ALT, CTRL)		X	X	X	X					
022	Demonstrate ability to access and exit software		X	X	X	X	X				
037	Learn and practice age appropriate internet safety. See Acceptable Use Policy	X	X	X	X	X	X	X	X	X	X
038	Use and understand portable touch screen devices such as iPads and iPods if applicable	X	X	X	X	X	X				
039	Demonstrate appropriate use of portable touch screen devices if applicable		X	X	X	X	X				
040	Understands keyboarding	X									
041	Learn mouse skills	X									
042	Use and understand basic computer terms: network	X	X	X	X	X	X	X	X	X	X
043	Use and understand basic computer terms: directory (folder)	X	X	X	X	X	X	X	X	X	X
044	Learn keyboarding skills: increase speed and accuracy	X	X	X	X	X	X	X	X	X	X
045	Identify basic computer hardware components and peripheral devices: scanner if applicable	X	X	X	X	X	X				
047	Demonstrate ability to manage files (save, open)	X	X	X	X	X	X				
048	Learn keyboarding skills	X	X	X	X	X	X				
102	Use and understand basic computer terms: word wrap			X	X	X	X				
109	Identify the functions and advantages of productivity software: word processing			X	X	X	X				
200	Use and understand basic computer term "Edit"				X	X	X				
201	Use and understand basic computer term "Hardware"				X	X	X	X	X	X	X
202	Use and understand basic computer term "Software"				X	X	X	X	X	X	X
204	Right-click to access context menu				X	X	X	X	X	X	X
205	Demonstrate appropriate care and use of scanner if applicable				X	X	X				

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206	Demonstrate appropriate care and use of digital camera if applicable				X	X	X				
207	Identify the functions and advantages of presentation software				X	X	X	X	X	X	X
301	Understand basic computer term "electronic mail (e-mail)"					X	X	X	X	X	X
302	Use and understand basic computer term "copyright" with regard to online sources					X	X	X	X	X	X
303	Use and understand basic computer term "software piracy"					X	X				
401	Use and understand basic computer term "license agreement"						X	X	X	X	
306	Use and understand basic computer term "file"					X	X	X	X	X	X
308	Use and understand basic computer term "multimedia"					X	X				
309	Identify basic computer hardware components and peripheral devices: hard drive					X	X	X	X	X	X
313	Demonstrate ability to organize files					X	X	X	X	X	X
314	Identify the functions and advantages of productivity software: telecommunications applications					X	X				
335	Identify basic computer hardware components and USB drives and other external drives					X	X	X	X	X	X
402	Identify basic computer hardware components and peripheral devices: digital camera						X				
403	Use and understand basic computer terms: database						X				
404	Use and understand basic computer terms: field						X				
405	Use and understand basic computer terms: record						X				
406	Use and understand basic computer terms: retrieve						X				
407	Use and understand basic computer terms: spreadsheet						X	X	X	X	X
408	Use and understand basic computer terms: cell						X	X	X	X	X
409	Use and understand basic computer terms: column						X	X	X	X	X

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410	Use and understand basic computer terms: row						X	X	X	X	X
411	Identify the functions and advantages of productivity software: database						X				
500	Use and understand basic computer terms: "Desktop publishing"							X	X	X	X
600	Use and understand basic computer terms: "Query"								X	X	X
506	Identify the functions and advantages of productivity software: Spreadsheet							X	X	X	X
700	Use and understand basic computer terms: "Formula"									X	X
701	Use basic computer management skills: demonstrate ability to use disk utilities (copy, delete, backup)									X	X
702	Identify basic computer hardware components and peripheral devices: RAM									X	X
Computer/Human Issues											
023	Become aware of computer related careers		X	X	X	X	X	X	X	X	X
024	Learn about uses of computers and the impact of technology on people's lives		X	X	X	X	X	X	X	X	X
025	Develop an awareness of the computer as a communication tool		X	X	X	X	X				
315	Identify inventors who contributed to the development of computer technology					X	X				
412	Students show an understanding of appropriate legal and ethical conduct regarding electronic mail (where applicable)						X	X	X	X	X
Tech Productivity Tools											
032	Use a word processor in a real world context to type stories or poems, etc.			X	X	X	X				
033	Use a graphics program in a real world context to create a picture that conveys an idea		X	X	X	X	X				
110	Create a file name for a saved document			X	X	X	X				
111	Create and save a document to use "save" and "save as"			X	X	X	X				
112	Open, view, and print documents: use print preview			X	X	X	X				

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113	Open, view, and print documents			X	X	X	X				
114	Use formatting tools: select font, style, size and color			X	X	X	X				
115	Format documents: indent				X	X	X	X	X	X	X
208	Format documents: align text				X	X	X				
209	Format documents: use word wrap				X	X	X				
210	Use desktop publishing techniques to insert and manipulate graphics				X	X	X				
211	Use formatting tools				X	X	X	X	X	X	X
316	Use a word processor in a real world context to type reports					X	X				
318	Edit text: cut, copy, paste, delete text					X	X				
319	Edit text: use spell check					X	X				
320	Prepare a presentation for class display: create a new presentation					X	X	X	X	X	X
321	Prepare a presentation for class display: create and edit slides/screens					X	X				
322	Prepare a presentation for class display: add and edit text (font, style, size, color)					X	X				
323	Prepare a presentation for class display: customize the background					X	X	X	X	X	X
324	Prepare a presentation for class display: arrange objects on the slide/screen					X	X				
325	Prepare a presentation for class display: insert graphics, clip-art					X	X				
326	Prepare a presentation for class display: use special effects (e.g. WordArt) to enhance titles					X	X				
327	Prepare a presentation for class display: add slide transitions to slide show					X	X	X	X	X	X
328	Prepare a presentation for class display: save a presentation as a new file					X	X				
329	Prepare a presentation for class display: save a presentation to a new location					X	X				

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330	Prepare a presentation for class display: open an existing multimedia project					X	X				
331	Prepare a presentation for class display: practice presentation skills for an audience					X	X	X	X	X	X
332	Prepare a presentation for class display: deliver presentation using projection device					X	X	X	X	X	X
413	Use a word processor in a real world context to generate letters						X				
415	Access/retrieve information using appropriate use of search engine						X	X	X	X	X
417	Format documents: select page orientation						X	X	X	X	X
418	Format documents: set margins						X	X	X	X	X
501	Use desktop publishing techniques: insert tables							X	X	X	X
502	Edit text: use the thesaurus							X	X	X	X
503	Edit text: use the find and replace function							X	X	X	X
601	Format documents: setting tabs								X	X	X
602	Format documents: use headers, footers, pagination								X	X	X
603	Format documents: use page breaks								X	X	X
604	Use desktop publishing techniques: use columns								X	X	X
704	Prepare a presentation for class display: use sound to enhance presentation									X	X
705	Prepare a presentation for class display: create slide layouts for tables and charts									X	X
706	Prepare a presentation for class display: create hyperlinks to websites									X	X
707	Prepare a presentation for class display: set navigation (buttons, links, slideshow timings)									X	X
708	Prepare a presentation for class display: arrange slides/screens in logical and appropriate order									X	X
709	Prepare a presentation for class display: animate text and/or graphics to add impact									X	X

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710	Prepare a presentation for class display: create notes for final presentation									X	X
711	Prepare a presentation for class display: create handouts for audience									X	X
712	Create and save spreadsheets: identify intended use									X	X
714	Create and save spreadsheets: determine columns and rows									X	X
715	Create and save spreadsheets: set cell attributes									X	X
716	Create and save spreadsheets: create simple formulas									X	X
717	Create and save spreadsheets: enter and edit data									X	X
718	Create and save spreadsheets: print spreadsheets									X	X
719	Use spreadsheet software to manipulate data: sort data									X	X
720	Use spreadsheet software to manipulate data: create charts									X	X
721	Use spreadsheet software to edit data: insert column or row									X	X
722	Use spreadsheet software to edit data: delete column or row									X	X
724	Use spreadsheet software to edit data: save updated spreadsheet									X	X
725	Generate graphs from spreadsheets: determine appropriate format, create graph									X	X
726	Generate graphs from spreadsheets: incorporate graphs in word processing document									X	X
Tech Communication											
034	Use the network to demonstrate appropriate use of login names/passwords		X	X	X	X	X				
035	Use the Internet to demonstrate basic use of web browser		X	X	X	X	X				
117	Save files to network directories				X	X	X				
400	Use multiple storage devices (local and network drives)						X	X	X	X	X

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333	Use the network to access information from a directory					X	X				
334	Use the Internet to access on-line information for research					X	X				
Tech Research Skills											
414	Access/retrieve information: take notes/paraphrase from search						X	X	X	X	X
415	Access/retrieve information: use a database						X				
504	Identify different file types and file extensions							X	X	X	X