Strand:

Basic Operations

Students will learn the basic operations of using a computer.

Big Ideas

- Understanding the basic operations of a computer provides access to a powerful tool.

Key Outcomes

Students will demonstrate an understanding of **basic computer operations** by being able to:

- Execute common commands using menu, toolbars and keyboard shortcuts.
- Use beginning keyboarding skills and proper keyboarding techniques.
- Identify and use storage space both locally on a computer and on a file server.

Essential Knowledge and Skills

Students will be able to:

- Log into and out of a computer.
- Select printing options (page orientation, number or copies).
- Print a document.
- Open or save a file to or from a variety of locations and devices.
- Use the taskbar/dock to open applications.
- Use two or more applications to complete a task, e.g. saving an image in a Web browser and pasting the image into a word processor.

    As students progress from grade three to grade five their skills in these areas will move from exploratory to mastery. By the end of fifth grade students should be familiar with the computer tools available for them to use for learning.

    Technology instruction at all grade levels should be planned in conjunction with the classroom teacher.

Strand:

Word Processing

Students will learn how to use a word processor.

Big Ideas

❑   A word processor can help people manage and create effective written communication.

Key Outcomes

Students will demonstrate an understanding of the **intermediate features of using a word processor** by being able to:

❑   Use menu and toolbar functions such as font sizes and styles and line spacing to format their writing.
❑   Incorporate images and text from various sources into a document.
❑   Proofread and edit using the word processor to check spelling and grammar.

Essential Knowledge and Skills

As students progress from grade three to grade five their skills in these areas will move from exploratory to mastery. By the end of fifth grade students should be able to use a variety of computer tools to support their learning.

Technology instruction at all grade levels should be planned in conjunction with the classroom teacher.

Strand:

Spreadsheet

Students will learn how to use a spreadsheet.

Big Ideas

❑   A spreadsheet is a tool that helps people organize, analyze, and present information.

Key Outcomes

Students will demonstrate an understanding of **how to use a spreadsheet** by being able to:

❑   Explain that a spreadsheet is a tool that can be used to record, organize, and graph information.
❑   Enter basic information and create simple graphs.

Essential Knowledge and Skills

Students will be able to:

❑   Identify and explain terms and concepts such as cell, column, row, labels, charts and graphs.

   As students progress from grade three to grade five their skills in these areas will move from exploratory to mastery. By the end of fifth grade students should be able to use a variety of computer tools to support their learning.

   Technology instruction at all grade levels should be planned in conjunction with the classroom teacher.

Strand:

Internet and Networking

Students will learn to use both internal networks and the Internet for age appropriate school related activities.

Big Ideas

❑ A network is a group of computers and other devices that can communicate with one another, allowing people to work with information and data on multiple devices in the same building or around the world.

Key Outcomes

Students will demonstrate an understanding of the **internet and networks** by being able to:

❑ Describe a network as a collection of different computers using appropriate terminology.
❑ Connect to and disconnect from an account on a networked computer.
❑ Use basic terms related to the Internet (web browser, URL, keyword, links).
❑ Use age appropriate Internet based tools and resources (browsers, navigate a basic web page, use an interactive web application).

Essential Knowledge and Skills

Students will be able to:

❑ Open a web browser, navigate a web page, use common browser buttons.
❑ Perform basic keyword searches using various Internet-based search engines.

As students progress from grade three to grade five their skills in these areas will move from exploratory to mastery. By the end of fifth grade students should be able to use a variety of computer tools to support their learning.

Technology instruction at all grade levels should be planned in conjunction with the classroom teacher.

Strand:

Presentation

Students will learn how to use presentation software.

Big Ideas

❑ Presentation software helps people organize and create multimedia presentations to share their knowledge with others.

Key Outcomes

Students will demonstrate an understanding of **how to use presentation software** by being able to:

❑ Create a series of slides and organize them to present research or convey an idea.

Essential Knowledge and Skills

Students will be able to:

❑ Create, edit, and format text and images on slides.
❑ Use painting and drawing tools to create and edit work.
❑ Judiciously add transitions and simple animations to slide shows.

As students progress from grade three to grade five their skills in these areas will move from exploratory to mastery. By the end of fifth grade students should be able to use a variety of computer tools to support their learning.

Technology instruction at all grade levels should be planned in conjunction with the classroom teacher.