

K-8 Technology Curriculum Guide
Milton Pope School - Dist. 210

I - Introduced

R - Reinforced

IU - Independent User

The following guide is to serve as a starting point with elementary students regarding technology in the classroom. As students progress each year they will be expected to learn, retain, and apply their skills and knowledge.

Kindergarten

Basics

Can properly start computer

Can properly shut down computer

Can identify, name, and state the function of monitor, keyboard, mouse, and tower

Can locate Start Menu and Task Bar

Keyboarding

Can demonstrate proper posture

Can demonstrate proper HOME keys position

Can utilize enter, shift, and space bar keys

Outlook

Word

Can properly open program from desktop

Can open blank files

Can enter text

Can delete text

Can properly close program

Power Point

Excel

Internet

Can properly open a browser window from desktop

Can demonstrate use of search bar and/or search engine

Can properly access a website

Can properly navigate a website

Can properly close a browser window

Ethics

Can follow outlined rules of the instructor and/or technical coordinator

First Grade

Basics

- Can properly start computer
- Can properly shut down computer
- Can identify, name, and state the function of monitor, keyboard, mouse, and tower
- Can locate Start Menu and Task Bar
- Can use correct terms and procedures for handling hardware and software
- Can open files and programs
- Can close files and programs
- Can print files and documents

Keyboarding

- Can demonstrate proper posture
- Can demonstrate proper HOME keys position
- Can utilize enter, shift, and space bar keys
- Can demonstrate proper finger position for alphabet keyboard

Outlook

Word

- Can properly open program from desktop
- Can open blank files
- Can enter text
- Can delete text
- Can properly close program
- Can properly save a document
- Can properly open a saved document

Power Point

- Can properly open program from desktop
- Can open blank templates
- Can enter text
- Can delete text
- Can properly close program

Excel

Internet

- Can properly open a browser window from desktop
- Can demonstrate use of search bar and/or search engine
- Can properly access a website
- Can properly navigate a website
- Can properly close a browser window

Ethics

- Can follow outlined rules of the instructor and/or technical coordinator

Second Grade

Basics

- Can properly start computer
- Can properly shut down computer
- Can identify, name, and state the function of monitor, keyboard, mouse, and tower
- Can locate Start Menu and Task Bar
- Can use correct terms and procedures for handling hardware and software
- Can open files and programs
- Can close files and programs
- Can print files and documents
- Can move and/or copy files
- Can utilize Search and/or Find option
- Can move and/or copy folders

Keyboarding

- Can demonstrate proper posture
- Can demonstrate proper HOME keys position
- Can utilize enter, shift, and space bar keys
- Can demonstrate proper finger position for alphabet keyboard
- Can demonstrate proper finger position for numerical keyboard
- Can utilize backspace, tab, and delete keys

Outlook

Word

- Can properly open program from desktop
- Can open blank files
- Can enter text
- Can delete text
- Can properly close program
- Can properly save a document
- Can properly open a saved document
- Can format font style

Power Point

- Can properly open program from desktop
- Can open blank templates
- Can enter text
- Can delete text
- Can properly close program
- Can insert new slides
- Can delete slides

Excel

Internet

- Can properly open a browser window from desktop
- Can demonstrate use of search bar and/or search engine
- Can properly access a website
- Can properly navigate a website
- Can properly close a browser window

Ethics

- Can follow outlined rules of the instructor and/or technical coordinator

Third Grade

Basics

- Can properly start computer
- Can properly shut down computer
- Can identify, name, and state the function of monitor, keyboard, mouse, and tower
- Can locate Start Menu and Task Bar
- Can use correct terms and procedures for handling hardware and software
- Can open files and programs
- Can close files and programs
- Can print files and documents
- Can move and/or copy files
- Can utilize Search and/or Find option
- Can move and/or copy folders
- Can resize windows

Keyboarding

- Can demonstrate proper posture
- Can demonstrate proper HOME keys position
- Can utilize enter, shift, and space bar keys
- Can demonstrate proper finger position for alphabet keyboard
- Can demonstrate proper finger position for numerical keyboard
- Can utilize backspace, tab, and delete keys
- Can type information into a document while viewing a printed document

Outlook

Word

- Can properly open program from desktop
- Can open blank files
- Can enter text
- Can delete text
- Can properly close program
- Can properly save a document
- Can properly open a saved document
- Can format font style

Power Point

- Can properly open program from desktop
- Can open blank templates
- Can enter text
- Can delete text
- Can properly close program
- Can insert new slides
- Can delete slides

Excel

Internet

- Can properly open a browser window from desktop
- Can demonstrate use of search bar and/or search engine
- Can properly access a website
- Can properly navigate a website
- Can properly close a browser window

Ethics

- Can follow outlined rules of the instructor and/or technical coordinator

Fourth Grade

Basics

- Can properly start computer
- Can properly shut down computer
- Can identify, name, and state the function of monitor, keyboard, mouse, and tower
- Can locate Start Menu and Task Bar
- Can use correct terms and procedures for handling hardware and software
- Can open files and programs
- Can close files and programs
- Can print files and documents
- Can move and/or copy files
- Can utilize Search and/or Find option
- Can move and/or copy folders
- Can resize windows
- Can manage toolbars

Keyboarding

- Can demonstrate proper posture
- Can demonstrate proper HOME keys position
- Can utilize enter, shift, and space bar keys
- Can demonstrate proper finger position for alphabet keyboard
- Can demonstrate proper finger position for numerical keyboard
- Can utilize backspace, tab, and delete keys
- Can type information into a document while viewing a printed document

Outlook

Word

- Can properly open program from desktop
- Can open blank files
- Can enter text
- Can delete text
- Can properly close program
- Can properly save a document
- Can properly open a saved document
- Can format font style
- Can select text for highlighting
- Can edit text with cut, copy, and paste
- Can utilize spell check function
- Can insert, move, size, and delete clipart, graphics, and pictures

Power Point

- Can properly open program from desktop
- Can open blank templates
- Can enter text
- Can delete text
- Can properly close program
- Can insert new slides
- Can delete slides
- Can insert, edit, and delete Text Box, Word Art, and shapes
- Can play a slideshow from beginning or selected slide
- Can pause, reverse, or forward a slideshow using the arrow keys

Excel

Internet

- Can properly open a browser window from desktop
- Can demonstrate use of search bar and/or search engine
- Can properly access a website
- Can properly navigate a website
- Can properly close a browser window

Ethics

- Can follow outlined rules of the instructor and/or technical coordinator

Fifth Grade

Basics

Can properly start computer
Can properly shut down computer
Can identify, name, and state the function of monitor, keyboard, mouse, and tower
Can locate Start Menu and Task Bar
Can use correct terms and procedures for handling hardware and software
Can open files and programs
Can close files and programs
Can print files and documents
Can move and/or copy files
Can utilize Search and/or Find option
Can move and/or copy folders
Can resize windows
Can manage toolbars

Keyboarding

Can demonstrate proper posture
Can demonstrate proper HOME keys position
Can utilize enter, shift, and space bar keys
Can demonstrate proper finger position for alphabet keyboard
Can demonstrate proper finger position for numerical keyboard
Can utilize backspace, tab, and delete keys
Can type information into a document while viewing a printed document

Outlook

Can properly open program from desktop
Can create a new email
Can create a draft email
Can enter email addresses, subject, and body text
Can submit attachments to email
Can reply and/or forward email
Can create contacts from saving email addresses
Can create calendar events
Can edit, delete, and share calendar events
Can properly close program

Word

Can properly open program from desktop
Can open blank files
Can enter text
Can delete text
Can properly close program
Can properly save a document
Can properly open a saved document
Can format font style
Can select text for highlighting
Can edit text with cut, copy, and paste
Can utilize spell check function
Can insert, move, size, and delete clipart, graphics, and pictures
Can insert header/footer and page numbers
Can set alignment tabs
Can create a table and/or insert columns

Power Point

Can properly open program from desktop
Can open blank templates
Can enter text
Can delete text
Can properly close program
Can insert new slides
Can delete slides
Can insert, edit, and delete Text Box, Word Art, and shapes
Can play a slideshow from beginning or selected slide
Can pause, reverse, or forward a slideshow using the arrow keys
Utilize slide designs and transitions
Utilize text effects and transitions

Excel

Can properly open program from desktop
Can open blank templates
Can enter text
Can delete text
Can format text
Can resize columns and rows to fit text
Can insert extra rows and/or columns
Can delete extra rows and/or columns
Can properly close program

Internet

Can properly open a browser window from desktop
Can demonstrate use of search bar and/or search engine
Can properly access a website
Can properly navigate a website
Can properly close a browser window

Ethics

Can follow outlined rules of the instructor and/or technical coordinator

Sixth Grade

Basics

- Can properly start computer
- Can properly shut down computer
- Can identify, name, and state the function of monitor, keyboard, mouse, and tower
- Can locate Start Menu and Task Bar
- Can use correct terms and procedures for handling hardware and software
- Can open files and programs
- Can close files and programs
- Can print files and documents
- Can move and/or copy files
- Can utilize Search and/or Find option
- Can move and/or copy folders
- Can resize windows
- Can manage toolbars

Keyboarding

- Can demonstrate proper posture
- Can demonstrate proper HOME keys position
- Can utilize enter, shift, and space bar keys
- Can demonstrate proper finger position for alphabet keyboard
- Can demonstrate proper finger position for numerical keyboard
- Can utilize backspace, tab, and delete keys
- Can type information into a document while viewing a printed document

Outlook

- Can properly open program from desktop
- Can create a new email
- Can create a draft email
- Can enter email addresses, subject, and body text
- Can submit attachments to email
- Can reply and/or forward email
- Can create contacts from saving email addresses
- Can create calendar events
- Can edit, delete, and share calendar events
- Can properly close program

Word

- Can properly open program from desktop
- Can open blank files
- Can enter text
- Can delete text
- Can properly close program
- Can properly save a document
- Can properly open a saved document
- Can format font style
- Can select text for highlighting
- Can edit text with cut, copy, and paste
- Can utilize spell check function
- Can insert, move, size, and delete clipart, graphics, and pictures
- Can insert header/footer and page numbers
- Can set alignment tabs
- Can create a table and/or insert columns

Power Point

- Can properly open program from desktop
- Can open blank templates
- Can enter text
- Can delete text
- Can properly close program
- Can insert new slides
- Can delete slides
- Can insert, edit, and delete Text Box, Word Art, and shapes
- Can play a slideshow from beginning or selected slide
- Can pause, reverse, or forward a slideshow using the arrow keys
- Utilize slide designs and transitions
- Utilize text effects and transitions
- Can insert date/time on slides
- Can insert header/footer on slides
- Can insert slide numbers

Excel

- Can properly open program from desktop
- Can open blank templates
- Can enter text
- Can delete text
- Can format text
- Can resize columns and rows to fit text
- Can insert extra rows and/or columns
- Can delete extra rows and/or columns
- Can properly close program
- Can insert a formula and/or function
- Can format cells and establish cell rules
- Can apply formulas and/or functions to cells
- Can insert, rename, move, copy, and delete sheets
- Can set print area

Internet

- Can properly open a browser window from desktop
- Can demonstrate use of search bar and/or search engine
- Can properly access a website
- Can properly navigate a website
- Can properly close a browser window

Ethics

- Can follow outlined rules of the instructor and/or technical coordinator

Seventh Grade

Basics

Can properly start computer
Can properly shut down computer
Can identify, name, and state the function of monitor, keyboard, mouse, and tower
Can locate Start Menu and Task Bar
Can use correct terms and procedures for handling hardware and software
Can open files and programs
Can close files and programs
Can print files and documents
Can move and/or copy files
Can utilize Search and/or Find option
Can move and/or copy folders
Can resize windows
Can manage toolbars

Keyboarding

Can demonstrate proper posture
Can demonstrate proper HOME keys position
Can utilize enter, shift, and space bar keys
Can demonstrate proper finger position for alphabet keyboard
Can demonstrate proper finger position for numerical keyboard
Can utilize backspace, tab, and delete keys
Can type information into a document while viewing a printed document

Outlook

Can properly open program from desktop
Can create a new email
Can create a draft email
Can enter email addresses, subject, and body text
Can submit attachments to email
Can reply and/or forward email
Can create contacts from saving email addresses
Can create calendar events
Can edit, delete, and share calendar events
Can properly close program

Word

Can properly open program from desktop
Can open blank files
Can enter text
Can delete text
Can properly close program
Can properly save a document
Can properly open a saved document
Can format font style
Can select text for highlighting
Can edit text with cut, copy, and paste
Can utilize spell check function
Can insert, move, size, and delete clipart, graphics, and pictures
Can insert header/footer and page numbers
Can set alignment tabs
Can create a table and/or insert columns

Power Point

Can properly open program from desktop
Can open blank templates
Can enter text
Can delete text
Can properly close program
Can insert new slides
Can delete slides
Can insert, edit, and delete Text Box, Word Art, and shapes
Can play a slideshow from beginning or selected slide
Can pause, reverse, or forward a slideshow using the arrow keys
Utilize slide designs and transitions
Utilize text effects and transitions
Can insert date/time on slides
Can insert header/footer on slides
Can insert slide numbers

Excel

Can properly open program from desktop
Can open blank templates
Can enter text
Can delete text
Can format text
Can resize columns and rows to fit text
Can insert extra rows and/or columns
Can delete extra rows and/or columns
Can properly close program
Can insert a formula and/or function
Can format cells and establish cell rules
Can apply formulas and/or functions to cells
Can insert, rename, move, copy, and delete sheets
Can set print area

Internet

Can properly open a browser window from desktop
Can demonstrate use of search bar and/or search engine
Can properly access a website
Can properly navigate a website
Can properly close a browser window

Ethics

Can follow outlined rules of the instructor and/or technical coordinator

Eighth Grade

Basics

Can properly start computer
Can properly shut down computer
Can identify, name, and state the function of monitor, keyboard, mouse, and tower
Can locate Start Menu and Task Bar
Can use correct terms and procedures for handling hardware and software
Can open files and programs
Can close files and programs
Can print files and documents
Can move and/or copy files
Can utilize Search and/or Find option
Can move and/or copy folders
Can resize windows
Can manage toolbars

Keyboarding

Can demonstrate proper posture
Can demonstrate proper HOME keys position
Can utilize enter, shift, and space bar keys
Can demonstrate proper finger position for alphabet keyboard
Can demonstrate proper finger position for numerical keyboard
Can utilize backspace, tab, and delete keys
Can type information into a document while viewing a printed document

Outlook

Can properly open program from desktop
Can create a new email
Can create a draft email
Can enter email addresses, subject, and body text
Can submit attachments to email
Can reply and/or forward email
Can create contacts from saving email addresses
Can create calendar events
Can edit, delete, and share calendar events
Can properly close program

Word

Can properly open program from desktop
Can open blank files
Can enter text
Can delete text
Can properly close program
Can properly save a document
Can properly open a saved document
Can format font style
Can select text for highlighting
Can edit text with cut, copy, and paste
Can utilize spell check function
Can insert, move, size, and delete clipart, graphics, and pictures
Can insert header/footer and page numbers
Can set alignment tabs
Can create a table and/or insert columns

Power Point

Can properly open program from desktop
Can open blank templates
Can enter text
Can delete text
Can properly close program
Can insert new slides
Can delete slides
Can insert, edit, and delete Text Box, Word Art, and shapes
Can play a slideshow from beginning or selected slide
Can pause, reverse, or forward a slideshow using the arrow keys
Utilize slide designs and transitions
Utilize text effects and transitions
Can insert date/time on slides
Can insert header/footer on slides
Can insert slide numbers

Excel

Can properly open program from desktop
Can open blank templates
Can enter text
Can delete text
Can format text
Can resize columns and rows to fit text
Can insert extra rows and/or columns
Can delete extra rows and/or columns
Can properly close program
Can insert a formula and/or function
Can format cells and establish cell rules
Can apply formulas and/or functions to cells
Can insert, rename, move, copy, and delete sheets
Can set print area

Internet

Can properly open a browser window from desktop
Can demonstrate use of search bar and/or search engine
Can properly access a website
Can properly navigate a website
Can properly close a browser window

Ethics

Can follow outlined rules of the instructor and/or technical coordinator