

COMPUTERS AND THE INTERNET

2nd Grade

The students will:

- Use and care for the computer system.
- Identify and understand use of computer components.
- Identify, locate and use keys on the keyboard.
- Achieve proficiency in using a domain (logon/logoff, password control, etc.)
- Use proper keyboard technique.
- Perform computer system functions necessary to run a program. (Save, Save as, Open, etc.)
- Achieve basic proficiency in word processing.
- Use basic internet navigation techniques.

3rd Grade

The students will:

- Name more advanced components.
- Learn basic troubleshooting.
- Employ common keyboard command shortcuts.
- Reinforce proper keyboarding skills.
- Use more advanced word processing techniques (formatting, fonts, styles, image insertions, etc.)
- Become acquainted with publishing applications (MS Publisher).
- Begin using the Internet as a research tool.

4th Grade

The students will:

- Strengthen proper keyboarding skills, with emphasis on accuracy vs. speed.
- Continue learning more advanced word processing skills.
- Recognize file system conventions.
- Understand file naming, renaming, cutting, copying, pasting, relocating, and file structures.
- Learn advanced publishing techniques (MS Publisher).
- Become acquainted with presentation software (MS PowerPoint).
- Learn advanced Internet search techniques.
- Research various topics using acquired skills.

5th Grade

The students will:

- Continue refining keyboarding skills, focusing on touch typing.
- Use the Internet as a research tool.
- Learn basic imaging techniques (photo and video importing and editing)
- Record and edit digital audio (voice and music).
- Research, develop, and produce multimedia presentations.