# GRADE LEVEL TECHNOLOGY SKILLS

The items below provide a general description of the core objectives and learning goals that will be covered throughout the school year. These topics are subject to change based on the school and classroom schedules.

| **General Skills** | **K** | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** |
|---|---|---|---|---|---|---|---|---|---|
| Log into web-based accounts | | | | | | | | | |
| Demonstrates proper care of device | | | | | | | | | |
| Recognize and use keys on keyboard | | | | | | | | | |
| Type using two hands on home row | | | | | | | | | |
| Know basic keyboard shortcuts | | | | | | | | | |
| Mouse, Trackpad, Tablet - Use to select, move | | | | | | | | | |
| Use correct terminology | | | | | | | | | |
| **Word Processing (Google Docs)** | **K** | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** |
| Construct sentences | | | | | | | | | |
| Simple paragraphs with indenting, spacing | | | | | | | | | |
| Create template | | | | | | | | | |
| Insert images | | | | | | | | | |
| Cut, Copy, Paste | | | | | | | | | |
| Format text | | | | | | | | | |
| Use header and footer | | | | | | | | | |
| Grammar and spelling | | | | | | | | | |
| Thesaurus | | | | | | | | | |
| Tables | | | | | | | | | |
| **Spreadsheet (Google Sheets)** | **K** | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** |
| Understand spreadsheet basic vocabulary | | | | | | | | | |
| Use basic menu and toolbars | | | | | | | | | |
| Understand and use sort function | | | | | | | | | |
| Resize columns and rows | | | | | | | | | |
| Cut, Copy, Paste | | | | | | | | | |
| Insert rows and columns | | | | | | | | | |
| **Presentation (Google Slides)** | **K** | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** |
| Create basic presentation | | | | | | | | | |
| Use themes and backgrounds | | | | | | | | | |
| Proper use of text | | | | | | | | | |
| Slide layout | | | | | | | | | |
| Slide transition | | | | | | | | | |

| **Internet/Research** | **K** | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** |
|---|---|---|---|---|---|---|---|---|---|
| Navigate a browser | | | | | | | | | |
| Know a system for bookmarking/saving sites | | | | | | | | | |
| Basic understanding of copyright | | | | | | | | | |
| Know internet safety guidelines | | | | | | | | | |
| Know how to handle cyberbullying | | | | | | | | | |
| Know how to configure privacy settings for social media | | | | | | | | | |
| Know how to use sites to discuss, share, and blog | | | | | | | | | |
| Collaborate with peers on digital projects | | | | | | | | | |
| Practice good netiquette when commenting | | | | | | | | | |
| **Other** | **K** | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** |
| Independently use a drawing program | | | | | | | | | |
| Take and edit photos | | | | | | | | | |
| Download and upload photos | | | | | | | | | |
| Navigate applications | | | | | | | | | |
| Have a basic understanding of coding | | | | | | | | | |
| Uses a program's help tool | | | | | | | | | |
| Choose the most appropriate format for presenting information | | | | | | | | | |
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