

Technology Skills by Grade

Grade 1

I. Basic Operations and Concepts

- 10 Use shift key.
- 11 Use vertical and horizontal scroll bars.
- 12 Use save, print and menu options.

II. Social, Ethical, Human Issues, Safety

- 05 Recognize another person's right to privacy.
- *** Sign and discuss the Acceptable Use Policy.
- *** Participate in an Internet Safety program (iSafe).

III. Technology Productivity Tools

- A. Word Processing/Desktop Publishing
 - 04 Recognizes a word processing document.
 - 05 Distinguishes between upper and lower case letters.
 - 06 Use punctuation marks.
 - 07 Use one space after punctuation.
 - 08 Use capital letters correctly.
 - 09 Insert graphics and clip art.
 - 10 Insert graphics from a file.
- B. Database
- C. Spreadsheet
- D. Use content appropriate software.
- E. Use grade appropriate drawing tools.
- F. Use alternate technologies to reinforce content curriculum. (ie geoSafari, Leap Frog, Leapster)

IV. Technology Communication Tools

- 02 Write and illustrate stories.
- 03 Slide show software to present ideas. (Templates may be used.)

V. Technology Research Tools

- A. Internet use/ information retrieval
 - 01 Recognize a web browser.
 - 02 Relate web pages to URL.
 - 03 Recognize the school home page.
 - 04 Open a web browser and use the Home, Back, Forward and Print features.
 - 05 Use links to go to a web page.
 - 06 Use web page to practice content skills.
- B. Research Skills
 - 01 Use the automated catalog to select library materials.

VI. Technology Problem-Solving and Decision-Making Tools

- *** Use grade appropriate problem-solving software.
- *** Use grade appropriate videos for decision making.
- *** Use content appropriate electronic tools.
- *** Integrate productivity tools for problem-solving.