

Technology Skills by Grade

Grade 4

I. Basic Operations and Concepts

- 19 Keyboard with a speed of 12 words per minute with 75% accuracy.
- 20 Identify appropriate mathematics operation symbols (+, -, *, /) on a keyboard.
- 21 Identify computer hardware, hard drive, server, network.

II. Social, Human, Ethical Issues, Safety

- 09 Understand and respect software laws.
- 10 Recognize and respect basic copyright laws.
- 11 Recognize copyright symbol.
- ***Sign and discuss the Acceptable Use Policy.
- ***Participate in an Internet Safety program (iSafe).

III. Technology Productivity Tools

- A. Word Processing/Desktop Publishing
 - 24 Use multicolumn layout.
- B. Database
 - 11 Use find and sort to search for specific information.
 - 12 Use status panel to determine the number of selected records.
 - 13 Create a simple database.
 - 14 Define fields by typing a field name and selecting a field type (text only).
 - 15 Save and retrieve database documents.
- C. Spreadsheet
 - 05 Recognize a spreadsheet document, cell, row, column, cell address, active cell and entry.
 - 06 Enter/edit cell data on a template.
 - 07 Use formulas for addition, subtraction, multiplication, and division.
- D. Use content appropriate software.
- E. Use grade appropriate drawing tools.
- F. Use alternate technologies to reinforce content curriculum.
 - 02 Use digital camera, scanner, video equipment.

IV. Technology Communication Tools

- 05 Create basic multimedia presentations with text and graphics.
- 06 Use video for internal broadcast.

V. Technology Research Tools

- A. Internet use/ information retrieval
 - 14 Use age appropriate search engines to find specific information.
 - 15 Add/remove favorite/bookmark.
 - 16 Find, retrieve, and save graphics, pictures, audio clips, video clips.
 - 17 Identify parts of a URL.
- B. Research Skills
 - 02 Use grade appropriate reference software.

VI. Technology Problem-Solving and Decision-Making Tools

- 05 Evaluate appropriateness of a web site based on a web search description.
- *** Use grade appropriate problem-solving software.
- *** Use grade appropriate videos for decision-making.
- *** Use content appropriate electronic tools.
- ***Use productivity tools for problem-solving.