

Elementary Computer Skills Checklists 2005/2006

■ *Kindergarten Computer Skills*

Basic Computer Skills

- ___ Turn on the monitor
- ___ Turn off the monitor
- ___ Turn on the computer
- ___ Turn off the computer
- ___ Log on and off of the computer
- ___ Verbally identify computer parts
 - ___ Keyboard
 - ___ Monitor
 - ___ Screen
 - ___ Mouse
 - ___ Mouse pad
 - ___ Computer
 - ___ Volume Control
 - ___ Headphone jack

Word Processing Skills

- ___ Locate and use Function Keys
 - ___ Capital
 - ___ Shift keys
 - ___ Spacebar
 - ___ Enter
 - ___ Backspace/Delete
- ___ Type first name and last name
- ___ Type simple sentences
 - ___ Period at the end of sentence
 - ___ Capital letter at the beginning of sentence
- ___ Change size of text
- ___ Change color of text
- ___ Change font
- ___ Double-click to highlight a word

Internet Skills

- ___ Use a web browser to log on to the MCSD site
- ___ Access specific Curriculum Links sites

Programs

- Kid Works Deluxe
- Microsoft Word
- Internet Explorer

■ *Grade One Computer Skills*

Basic Computer Skills

- ___ Turn the monitor and computer on and off
- ___ Log on and off of the computer
- ___ Log on to the computer with user id (September)
 - ___ Verbally identify and use all computer parts
- ___ Locate and save and retrieve documents to and from student folders

Word Processing Skills

- ___ Locate and use Function Keys
 - ___ Capital
 - ___ Shift keys
 - ___ Spacebar
 - ___ Enter
 - ___ Backspace/Delete
 - ___ Tab
- ___ Type and print simple sentences
 - ___ Capital letter at beginning of sentence
 - ___ Spacebar once between words and sentences

- ___ Backspace/Delete to edit
- ___ Period/Question Mark at the end of sentence
- ___ Change size, style, color and font
- ___ Align text
- ___ Highlight text
- ___ Use Edit- Undo (menu bar shortcut)
- ___ Use graphics in a document
 - ___ insert graphics
 - ___ Resize graphics
- ___ Insert text border
- ___ Insert page border
- ___ Demonstrate awareness of Spell check

Keyboarding Skills

- ___ Demonstrate awareness of home row keys

Internet Skills

- ___ Use a web browser to log on to the MCSD site and other resources
- ___ Use Curriculum Links site to access educational activities

Programs

- Microsoft Word
- Internet Explorer

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■ *Grade Two Computer Skills*

Basic Computer Skills

- ___ Turn the monitor and computer on and off
- ___ Log on and off of the computer
- ___ Log on to the computer with user id (September)
- ___ Verbally identify and use all computer parts
- ___ Locate and save and retrieve documents to and from student folders

Word Processing Skills

- ___ Locate and use Function Keys
- ___ Type, edit and print simple sentences
- ___ Capital letter at beginning of sentence
- ___ Spacebar once between words and sentences
- ___ Period/ Question Mark at the end of sentence
- ___ Backspace/Delete to edit incorrect letters in body of text
- ___ Highlight text to edit
- ___ Insert words into sentences and letters into words
- ___ Align text
- ___ Change size, style, color and font
- ___ Use spell check
- ___ Cut, copy, paste
- ___ Use graphics in a document
 - ___ Insert graphics
 - ___ Move graphics
 - ___ Resize graphics using text wrap
- ___ Use Edit- Undo (menu bar shortcut)
- ___ Insert border around text and page

Keyboarding Skills

- ___ Demonstrate awareness of home row keys
- ___ Demonstrate proper fingering of home row keys

Internet Skills

- ___ Use a web browser to access MCSD site
- ___ Use a web browser to access Curriculum Links and other resources
- ___ Use web browser to search on specific sites

Publisher Skills (optional)

- ___ Insert Text box
 - ___ insert text box
 - ___ move text box
 - ___ resize text box
- ___ Insert graphic
- ___ Delete text boxes and graphics
- ___ Create a bi-fold document

PowerPoint Skills (optional)

- ___ Insert slide
- ___ Insert text and graphics
- ___ Choose a background
- ___ Choose a transition
- ___ Set speed
- ___ Set up a show

Excel Skills (optional)

- ___ Demonstrate knowledge and use of spreadsheet terms and skills: cell, row, column
- ___ Copy, cut and paste

- ___ navigate in a spreadsheet
- ___ create a graph

Programs

- Microsoft Word
- Microsoft PowerPoint
- Microsoft Excel
- Microsoft Publisher
- Internet Explorer

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■ *Grade Three Computer Skills*

Basic Computer Skills

- ___ Turn the monitor on and off
- ___ Turn the computer on and off
- ___ Log on to the computer with user id
- ___ Verbally identify and use computer parts
- ___ Locate and save and retrieve documents to and from student folders

Word Processing Skills

- ___ Locate and use Function Keys
- ___ Type, edit and print simple sentences and paragraphs
- ___ Capital letter at beginning of sentence
- ___ Spacebar once between words and sentences
- ___ Period/ Question Mark at the end of sentence
- ___ Backspace/Delete to edit incorrect letters in body of text
- ___ Highlight text to edit
- ___ Insert words into sentences and letters into words
- ___ Align text
- ___ Copy, cut and paste
- ___ Change size, style, color and font
- ___ Use spell check correctly
- ___ Use bulleted and numbered lists
- ___ Use graphics in a document
 - ___ Insert and delete text boxes
 - ___ Move and resize graphics using text wrap
 - ___ Use Draw capabilities
 - ___ Use Word Art

- ___ Insert border around text and page
- ___ Insert digital pictures
- ___ Insert from file

Spreadsheet Skills

- ___ Demonstrate knowledge and use of spreadsheet terms and skills
- ___ cell, row, column, fill down, fill right, ordered pairs, formula bar
- ___ Use Sum and Average Formulas
- ___ Copy and paste cells
- ___ Set Print Area
- ___ Create a graph
- ___ Navigate in the spreadsheet
- ___ Apply color to rows, cells and columns
- ___ Insert a border around cells
- ___ Insert a worksheet to create an additional page

Publisher Skills

- ___ Insert, move and resize text box
- ___ Insert, move and resize graphic
- ___ Delete text boxes and graphics
- ___ Insert Word Art
- ___ Insert Design Gallery Object
- ___ Create a bi-fold or tri fold document

PowerPoint Skills

- ___ Insert slide
- ___ Insert text and graphics
- ___ Reorganize slides
- ___ Use a background
- ___ Use a transition
- ___ Use a Design Template
- ___ Set speed
- ___ Set up a show

Keyboarding Skills

- ___ Demonstrate awareness of home row keys
- ___ Demonstrate proper fingering of all keys
- ___ Use **Type to Learn** to reinforce keyboard skills

Internet Skills

- ___ Use a web browser to access MCSD site
- ___ Use a web browser to access Curriculum Links and other resources
- ___ Use online search techniques to solve problems

Programs

- Microsoft Word
- Microsoft PowerPoint
- Microsoft Excel
- Microsoft Publisher
- Internet Explorer
- Type to Learn

Elementary Computer Skills Checklists 2005/2006

■ *Grade Four Computer Skills*

Basic Computer Skills

- ___ Turn the monitor on and off
- ___ Turn the computer on and off
- ___ Log on to the computer with user id
- ___ Verbally identify and use computer parts
- ___ Locate and save and retrieve documents to and from student folders

Word Processing Skills

- ___ Locate and use Function Keys
- ___ Type, edit and print documents
 - ___ Capital letter at beginning of sentence
 - ___ Spacebar once between words and sentences
 - ___ Period/ Question Mark at the end of sentence
 - ___ Backspace/Delete to edit incorrect letters in body of text
 - ___ Highlight text to edit
 - ___ Insert words into sentences and letters into words
- ___ Align text
- ___ Copy, cut and paste
- ___ Change size, style, color and font
- ___ Use spell check correctly
- ___ Use Thesaurus correctly
- ___ Use bulleted and numbered lists
- ___ Use graphics in a document
 - ___ move and resize graphics using text wrap
- ___ Insert and delete text boxes
- ___ Use Draw capabilities
- ___ Use Word Art

- ___ Insert border around text and page

- ___ Insert digital pictures

- ___ Insert from file

Spreadsheet Skills

- ___ Demonstrate knowledge and use of spreadsheet terms and skills
- ___ cell, row, column, fill down, fill right, ordered pairs, formula bar
- ___ Use Sum and Average Formulas
- ___ Copy and paste cells
- ___ Set Print Area
- ___ Create a graph
- ___ Navigate in the spreadsheet
- ___ Apply color to rows, cells, columns
- ___ Insert graphics into a cell
- ___ Create items in a series in cells
- ___ Fill down and fill right

Publisher Skills

- ___ Insert, move and resize text box
- ___ Insert, move and resize graphic
- ___ Flip or rotate objects
- ___ Delete text boxes and graphics
- ___ Use draw features of Publisher
- ___ Insert Word Art
- ___ Insert Design Gallery Object
- ___ Create a bi-fold or tri fold document

PowerPoint Skills

- ___ Insert slide
- ___ Insert text and graphics
- ___ Reorganize slides
- ___ Use a background
- ___ Use a transition

- ___ Use slide animation for graphics and words

- ___ Use a Design Template

- ___ demonstrate knowledge of animation order

- ___ Set speed

- ___ Set up a show

Keyboarding Skills

- ___ Demonstrate awareness of home row keys
- ___ Demonstrate proper fingering of all keys
- ___ Demonstrate appropriate keyboarding skills
- ___ Use **Type to Learn to** reinforce keyboard skills

Internet Skills

- ___ Use a web browser to access MCS D site
- ___ Use a web browser to access Curriculum Links and other resources
- ___ Use online search techniques to solve problems
- ___ Use webquests to solve problems

Elementary Computer Skills Checklists 2005/2006

Grade Five Computer Skills

Basic Computer Skills

- ___ Turn the monitor on and off
- ___ Turn the computer on and off
- ___ Log on to the computer with user id
- ___ Verbally identify and use computer parts
- ___ Locate and save and retrieve documents to and from student folders

Word Processing Skills

- ___ Locate and use Function Keys
- ___ Type, edit and print documents
 - ___ Capital letter at beginning of sentence
 - ___ Spacebar once between words and sentences
 - ___ Period/ Question Mark at the end of sentence
 - ___ Backspace/Delete to edit incorrect letters in body of text
 - ___ Highlight text to edit
 - ___ Insert words into sentences and letters into words
- ___ Align text
- ___ Copy cut and paste
- ___ Change size, style, color and font
- ___ Use spell check correctly
- ___ Use Thesaurus correctly
- ___ Use bulleted and numbered lists
- ___ Use graphics or digital photographs in a document
 - ___ move and resize graphics using text wrap
- ___ Use Draw capabilities
- ___ Create a text box

- ___ Use text wrap
- ___ Use Word Art
- ___ Insert border around text and page
- ___ Insert digital pictures from disks or files
- ___ Insert from file

Spreadsheet Skills

- ___ Demonstrate knowledge and use of spreadsheet terms and skills
- ___ cell, row, column, fill down, fill right, ordered pairs, formula bar
- ___ Use Sum and Average Formulas
- ___ Copy and paste cells
- ___ Set Print Area
- ___ Create a graph
- ___ Move around in the spreadsheet
- ___ Apply color to rows, cells, columns
- ___ Insert graphics into a cell
- ___ Create items in a series in cells
- ___ Fill down and fill right

Publisher Skills

- ___ Insert, move and resize text box
- ___ Insert, move and resize graphic
- ___ Flip or rotate objects
- ___ Delete text boxes and graphics
- ___ Use draw features of Publisher
- ___ Insert Word Art
- ___ Insert Design Gallery Object
- ___ Create a bi-fold or tri fold document
- ___ Align or distribute objects
- ___ Insert page numbers

PowerPoint Skills

- ___ Insert slide
- ___ Insert text and graphics

- ___ Reorganize slides
- ___ Use a background
- ___ Use a transition
- ___ Use slide animation for graphics and words
- ___ Use a Design Template
- ___ demonstrate knowledge of animation order
- ___ Set speed
- ___ Set up a show

Keyboarding Skills

- ___ Demonstrate awareness of home row keys
- ___ Demonstrate proper fingering of all keys
- ___ Demonstrate appropriate keyboarding skills
- ___ Use **Type to Learn** to reinforce keyboard skills

Internet Skills

- ___ Use a web browser to access MCSD site
- ___ Use a web browser to access Curriculum Links and other resources
- ___ Use online search techniques to solve problems
- ___ Use webquests to solve problems
- ___ Use Shaver's Creek Webquest