Kindergarten through Fifth Grade
Elementary Technology Competencies

Kindergarten Technology Competencies

Keyboarding	Computer Skills	Word Processing	Multimedia	Suggested Resources
☐ Know how to touch and lift fingers on keys so that only one symbol prints ☐ Demonstrate two-handed keyboarding using left/right index finger (not home row position) ☐ Locate and use letters, numbers, enter, space bar and backspace keys on a keyboard	☐ Communicate about technology using developmentally appropriate and accurate terms including but not limited to: ☐ Mouse ☐ Touchpad ☐ Desktop ☐ Icon ☐ Keys ☐ Monitor/Screen ☐ Power Up ☐ Log on ☐ Demonstrate how to open/close programs ☐ Demonstrate the ability to navigate and choose options within a program ☐ Properly place the cursor at a designated area ☐ Demonstrate how to use a drop down menu ☐ Demonstrate proper		☐ Appropriately use the interactive white board to move objects and/or select items ☐ Demonstrate proper use and handling of headphones ☐ Be able to start/stop a CD player ☐ Change the pen and/or highlighter color and size on the interactive white board	Key Seeker Website Saxon Website Starfall Website PBS Kids Website ActivInspire Education City Destination Reading TUX Paint Login using Novell username and password

	mouse skills including single and double clicking, click and drag ☐ Be able to start up and shut down a computer ☐ Be able to adjust the volume ☐ Introduce the use of a username and password			

First Grade Technology Competencies

Keyboarding	Computer Skills	Word Processing	Multimedia	Suggested Resources
☐ Locate and use arrow keys, period, commas, shift, question mark, and exclamation point (not from home row position)	☐ Review kindergarten terminology ☐ Review the process of logging into a computer using a username and password ☐ Demonstrate the use of vertical and horizontal scrolling ☐ Demonstrate the ability to navigate and choose options within a program ☐ Demonstrate how to use a drop down menu ☐ Introduce print ☐ Demonstrate the proper handling of a laptop and making sure it is properly connected to the charger ☐ Enter text using both upper and lowercase letters	☐ Type at least one sentence (Spring) ☐ Use correct spacing between words and numbers	☐ Review concepts from kindergarten ☐ Access an Internet website	Paint program Kidspiration

Second Grade Technology Competencies

Keyboarding	Computer Skills	Word Processing	Multimedia	Suggested Resources
☐ Demonstrate proper finger placement and identify home row keys. ☐ Demonstrate use of the tab key and caps lock key ☐ Locate and use the quotation marks, apostrophe, and colon	☐ Demonstrate how to open and close a file ☐ Properly use the save, print preview, and print functions	☐ Use the print preview feature to check documents prior to printing ☐ Demonstrate use of the undo feature	☐ Demonstrate the ability to accurately enter a URL for a website ☐ Be able to explore and manipulate education programs including software programs and internet-based activities	Weekly Reader Study Island www.studyisland.com MS Word Fast ForWord

Third Grade Technology Competencies

Keyboarding	Computer Skills	Word Processing	Multimedia	Suggested Resources
☐ Demonstrate proper keyboarding techniques using home row keys. ☐ Demonstrate the correct finger to use for the alphabetic keys, enter, and the space bar ☐ Implementation of Keyboarding Program	☐ Demonstrate the use of right clicking to access shortcut menus ☐ Identify and use the minimize, maximize, restore, and close buttons ☐ Use the cut, copy, and past functions in various programs ☐ Save independent work to student network drive	☐ Be able to type a five sentence paragraph and make corrections ☐ Demonstrate the use of spell check and make revisions as needed ☐ Insert a bulleted and a numbered list ☐ Demonstrate the ability to change the font, size, and color of text ☐ Apply bold, italics, and underline	☐ Demonstrate the ability to navigate the district web page	Study Island www.studyisland.com Spelling City www.spellingcity.com

Fourth Grade Technology Competencies

Keyboarding	Computer Skills	Word Processing	Multimedia	Suggested Resources
☐ Demonstrate the proper placement of fingers on all keys including punctuation ☐ Begin to develop speed and accuracy ☐ Continuation of Keyboarding Program	☐ Demonstrate the ability to use the computer's calculator function ☐ Find programs on the computer using the Start menu ☐ Demonstrate the ability to create folders to save and/or organize data on their student network drive ☐ Knowledge of managing files through the use of storage devices including local storage as well as network drives	☐ Adjust alignment of text including left, center, right, and justify	☐ Use an Internet search engine to conduct research	Keyboarding Website http://www.bbc.co.uk/schools/typing/

Fifth Grade Technology Competencies

Keyboarding	Computer Skills	Word Processing	Multimedia	Suggested Resources
☐ Continue to develop proper keyboarding technique ☐ Continue to increase speed and improve accuracy ☐ Continuation of Keyboarding Program	☐ Demonstrate the use of other keys on the keyboard including but not limited to: insert, delete, home, end	☐ Demonstrate the ability to use the thesaurus as a tool ☐ Use the word count feature ☐ Introduce entering a simple table ☐ Be able to insert a picture into a document	☐ Identify hyperlinks when used on a webpage or in a document ☐ Create a PowerPoint presentation composed of at least 3 slides	www.sheppardsoftware.com World Book Encyclopedia