

# COMPUTER EDUCATION

By the end of Kindergarten, your child will

- use a computer mouse for primary level software programs.
- develop a basic understanding of the symbols and figures on the monitor screen.
- use the keyboard to type letters and numbers.
- use the keyboard to type basic commands.
- log on to network.
- log on to website – subscription based.

## COMPUTER EDUCATION

By the end of 1st grade, your child will

- demonstrate a basic understanding of how the central processing unit of the computer functions.
- use software appropriate for his/her instructional level.
- type words and sentences using appropriate software programs.
- print words, sentences, and graphics using appropriate software.

## COMPUTER EDUCATION

By the end of 2nd grade, your child will

- use software programs appropriate for his/her instructional level.
- know how to properly access and exit from Windows software.
- use the computer to write and print short written compositions.

## COMPUTER EDUCATION

By the end of 3rd grade, your child will

- use software programs appropriate for the instructional level, such as PowerPoint and Microsoft Word.
- use the computer to write and print compositions.
- use skills necessary for use in age appropriate applications.

## COMPUTER EDUCATION

By the end of 4th grade, your child will

- understand the basic functions of a word processing program.
- demonstrate skill in using a word processing program for reports and other written compositions.
- use skill level appropriate software programs.

# COMPUTER EDUCATION

By the end of 5th grade, students will

- demonstrate proficiency in using the keyboard; such as, using keyboard correctly, speed writings.
- be able to access software packets in both the Windows and DOS environments.
- exhibit knowledge of basic computer commands, for example, format disks, disk drives A, B, C; hard drive function, work function.
- demonstrate ability to format disks.
- demonstrate ability to perform word-processing tasks; such as, save, open, close, retrieve, print, horizontal and vertical centering, left and right alignment, justify, spell check, select font size, insert text, delete text, thesaurus.
- produce work using above commands; such as, center, insert and delete, change fonts, etc.

# COMPUTER EDUCATION

By the end of 6th grade, students will

- demonstrate ability to perform word-processing functions such as underline, bold, use of dialogue boxes, copy text, move text, center page, margins, set tabs, use of bullets, use of numbering, use of clip art.
- produce several letter styles such as full block, indented, business, personal, and application.
- produce short reports such as one page reports, titles, by-lines.
- produce tables such as setting tables, ruled tables.
- produce outlines such as using the automatic outline functions to create information in an outline form.
- produce material using bullets and numbering.
- produce menus such as correct format in setting up menu.

# COMPUTER EDUCATION

By the end of 7th grade, students will

- exhibit knowledge of a wide range of computer commands such as use of file manager, accessories, file dialogue box, window dialogue box.
- demonstrate a wide range of word-processing functions such as create columns, search and replace functions, create long reports with title page, page numbering and bibliography, use the chart wizard to enter a chart.
- produce a long report.
- demonstrate basic knowledge of a spreadsheet, along with its definition, knowledge of spreadsheet window, use of formula bar, title, menu and name boxes, cell pointer, worksheet window, status bar, sheet tab scrolling, sheet tab, worksheet.
- demonstrate how to name, close and apply skills to create a worksheet.
- produce a spreadsheet using information given and place the information in a spreadsheet form.

## COMPUTER EDUCATION

By the end of 8th grade, students will

- demonstrate basic knowledge of a database along with its use of menubar, database starting window, database status bar, tool bars, object buttons, and table wizard, create new database and fields, enter filename, edit records, and print a database report.
- demonstrate how to name, close and apply skills to create a database file.
- produce a database project such as gathering information and placing it in report form.
- demonstrate the ability to use the computer to complete a Science Fair project.
- produce a multimedia project such as producing an individual CD ROM using school activity pictures.