Preston Public Schools
Technology Skill Competencies
Grade Four

Basic Operations and Concepts

Increase keyboarding capacity including proper techniques for upper and lower case letters, backspace

Use concept of file/folder organization/management

Use AlphaSmart to word process

Use input devices (transfer documents from AlphaSmart and transfer pictures from camera to computer)

Print documents choosing lab or classroom printer independently

Demonstrate appropriate choice and use of developmentally appropriate multimedia resources (software, interactive books, elementary multimedia encyclopedias)

Demonstrate use of developmentally appropriate technology vocabulary

Read and interpret message boxes when using computer

Demonstrate understanding of difference between networked and non-networked computer

Discuss different ways information is stored (CD-ROM, jump and zip drive, network, Internet)

Perform troubleshooting with "Help" or "FAQs" with assistance

Social, Ethical and Human Issues

Work cooperatively and collaboratively with when using technology in the classroom

Discuss plagiarism as it relates to technology use

Demonstrate knowledge of uses of technology in the community and discuss advantages and disadvantages those uses provide

Discuss Internet and e-mail safety rules

Discuss violations of the Copyright Law and need for Acceptable Use Policies

Technology Productivity, Communication, Research, Problem Solving, Decision-Making Tools

Demonstrate understanding of Tool Bar when using Microsoft Office Software

Demonstrate ability to edit and revise using Word including: font, size, columns, paragraphs, line spacing, margins, bullets, borders, centering, spell check, grammar check)

Design a PowerPoint slide show including demonstration of understanding of: slide design, animation, transition, imported pictures from clip art and digital camera) with teacher assistance

Demonstrate use of digital camera to take pictures and transfer to computer with guidance

Use Excel to enter and edit data, perform simple calculations, and graph entered data with guidance

Perform simple key word searches

Select appropriate resources from a variety of media formats (CD-Rom, Web Sites, Data Bases) for research

Use developmentally appropriate search engines to perform searches with guidance

Cite sources with teacher guidance using simplified format

Send E-mail with guidance using school account

Discuss manners and safety rules for using E-mails as means of communication

Use internet responsibly