

Preston Public Schools
Technology Skill Competencies
Grade Seven

Basic Operations and Concepts

Increase keyboarding capacity
Use concept of file/folder organization/management
Use input devices such as digital and video camera to transfer documents
Demonstrate use of developmentally appropriate technology vocabulary
Read and interpret message boxes when using computer
Demonstrate proficiency of network use
Perform troubleshooting with "FAQs" independently
Demonstrate ability to connect monitor, CPU, keyboard, mouse, with assistance

Social, Ethical and Human Issues

Work cooperatively and collaboratively with when using technology in the classroom and at home
Practice appropriate use regarding plagiarism as it relates to technology
Demonstrate knowledge of uses of technology in the community and discuss advantages and disadvantages those uses provide
Demonstrate knowledge of and practice Internet, e-mail and cell phone safety rules
Define and discuss consequences of unethical use of technology
Understand and appropriately apply the rules of netiquette to become responsible users of the world wide web

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

Demonstrate independent use of Microsoft Office Software (Word, PowerPoint, and Excel)
Use Word to make a variety of documents such as newsletters and pamphlets independently
Design and present a PowerPoint slide show including demonstration of understanding of: slide design, animation, transition, imported pictures from clip art and digital camera)

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**Technology Productivity, Communication, Research, Problem Solving,
Decision-Making Tools, cont.**

*Demonstrate use of digital and video camera to take pictures/videos, and
scanners to transfer to computer, and organize with assistance
Use Excel to complete a spread sheet with assistance*

Perform complex word searches

Use a variety of search engines proficiently

*Evaluate relevance of electronic sources, determining validity, authenticity
and possible bias*

Cite sources using MLA format

Send e-mail with copy and/or blind copy using school account

*Provide examples of manners and safety rules for using e-mail and instant
message as means of communication*

Provide examples of concept of changing nature of internet and technology