

Preston Public Schools  
Technology Skill Competencies  
Grade Three

**Basic Operations and Concepts**

*Learn formal keyboarding including proper finger placement for all keys*

*Use the file/folder organization/management system with guidance*

*Use AlphaSmart to word process*

*Use input devices (transfer documents from AlphaSmart and transfer digital pictures from camera to computer) with guidance*

*Print documents using appropriate printer independently*

*Demonstrate appropriate 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*

**Social, Ethical and Human Issues**

*Work cooperatively and collaboratively with when using technology in the classroom*

*Define and discuss responsible use of technology*

*Discuss advantages and disadvantages of using technology in our society*

*Discuss Internet and e-mail safety rules*

*Recognize that the Copyright Law protects what a person, group, or company has created*

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

*Demonstrate ability to open, save Microsoft Office documents to the network*

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

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

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

*Use clip art, word art, paint to enhance a project independently*

*Use Excel to enter and graph data*

*Use internet as a research tool with guidance*

*Use search engines with guidance (ie Yahoooligans)*

*Cite sources with teacher guidance using simplified format*

*Demonstrate understanding of E-mail as a means of communication*

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

*Use Internet responsibly with guidance*