

Preston Public Schools
Technology Skill Competencies
Grade Five

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 input devices (transfer documents from AlphaSmart and transfer pictures from camera to computer)*
- 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 network use*
- Demonstrate knowledge of 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 and define 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, e-mail and cell phone safety rules*
- Discuss violations of the Copyright Law and need for Acceptable Use Policies*

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

*Demonstrate independent use of tool bars for Microsoft Office Software
(Word, PowerPoint)*

*Use Word to make a variety of documents such as newsletters and pamphlets
with assistance*

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

*Demonstrate use of digital camera to take pictures and scanners to transfer
to computer with assistance*

Create simple tables as a means of organizing information

*Use Excel to enter and edit data, perform calculations, and graph entered
data independently*

Perform complex word searches

*Select appropriate resources from a variety of media formats (CD-rom, web
sites, data bases) for research*

Use a variety of Search Engines independently

Cite sources using simplified format

Send e-mail using school account independently

Discuss manners and safety rules for using e-mail as means of communication

Use Internet independently and responsibly