

Preston Public Schools
Technology Skill Competencies
Grade Eight

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 storing information (CD-Rom, jump and zip drives, network, Internet)

Perform troubleshooting with "FAQs" independently

Demonstrate ability to connect monitor, CPU, keyboard, mouse, printer, and scanner

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 proficient use of Microsoft Office Software (Word, PowerPoint, and Excel)

Use Word to make a variety of documents such as newsletters and pamphlets independently

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

Design and present 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 and video camera to take pictures/videos, and scanners to transfer to computer, and organize with assistance

Use Word or Excel tables to manage and organize information

Use Excel to complete a spread sheet independently

Perform complex word searches

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

Cite sources using MLA format

Use E-mail as means of communication with proficiency

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