

# Computers

3-5

6-8

K-2

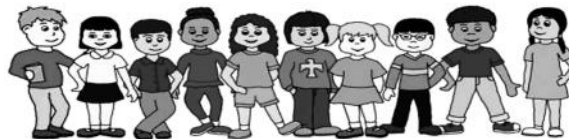
**By the end of 2nd grade students will be able to:**

- ◆ Identify daily use of everyday technologies
- ◆ Recognize and name major parts of a computer system: Computer, Monitor, Mouse, Keyboard & printer
- ◆ Independently Power up/down computer
- ◆ Use mouse to point, click, double click & select
- ◆ Identify between right/left buttons on mouse
- ◆ Identify, open and start software programs
- ◆ Create/save/open/print documents
- ◆ Identify and use common special-purpose keys: Shift, enter, caps lock, backspace & spacebar
- ◆ Insert and format ClipArt & WordArt
- ◆ Use basic painting and drawing tools
- ◆ Know Michigan Cyber Safety Rules
- ◆ Interact with Internet based resources
- ◆ Insert data into a spreadsheet to create a graph
- ◆ Create a presentation using slideshow software



**By the end of 5th grade students will be able to:**

- ◆ Use and identify basic input and output devices
- ◆ Demonstrate proper care with computer components
- ◆ Trouble-shoot simple problems
- ◆ Use proper keyboarding positions and touch typing techniques
- ◆ Manage and maintain files and folders
- ◆ Identify different software applications and their intended use
- ◆ Discuss past, present, and future technologies
- ◆ Highlight, change, and format font
- ◆ Use spell check, thesaurus, alignment tools, cut, copy, paste, and page set up commands
- ◆ Insert data into a spreadsheet to create, format, and analyze charts
- ◆ Create, format, and animate presentations
- ◆ Use various Internet tools to research, organize, evaluate, and communicate information



**By the end of 8th grade students will be able to:**

- ◆ Use appropriate technology terminology
- ◆ Reflect on importance of past technologies and possible societal impact of future technology
- ◆ Discuss acceptable and responsible uses of technology
- ◆ Practice keyboarding skills to improve WPM and accuracy
- ◆ Format page layout, margins, header/footer, page numbers, tables and columns
- ◆ Provide accurate citations when referencing information sources
- ◆ Summarize data in a spreadsheet using formula functions
- ◆ Create, animate, present a timed presentation
- ◆ Create, sort, and filter a database
- ◆ Create, analyze, and evaluate web pages



## Technology Literacy

*“Technology literacy is the ability to responsibly use appropriate technology to communicate, solve problems, and access, manage, integrate, evaluate, and create information to improve learning in all subject areas and to acquire lifelong knowledge and skills in the 21st century. . .”*



## St. Mary Computers



**GRADES: K-8**

*Expectations based on Michigan Educational  
Technology Standards aligned with the National  
Educational Technology Standards.*