

COMPUTER LITERACY – 3rd grade

Continue to develop keyboarding skills with increased speed and accuracy.

Use of keyboard and shortcuts to efficiently use computers.

Use a variety of software independently.

Introduction to word processing including a variety of formatting techniques.

Introduction of spreadsheet software including navigation and charts/graphs.

Introduction of multimedia presentations including text and graphics.

Use a visual learning tool to create graphic organizers.

Introduction to saving and retrieving files.

Using the internet and search engines to access and navigate a variety of locations.

Access a variety of educational websites to integrate and supplement subjects and skills being taught throughout curriculum.

Grade appropriate internet safety instruction.

Introduction to and usage of various Web Tools.

COMPUTER LITERACY – 4th grade

Continue to develop keyboarding skills with increased speed and accuracy.

Use of keyboard and shortcuts to efficiently use computers.

Use a variety of software independently.

Continued development of word processing skills using a variety of formatting techniques.

Continued development of spreadsheet software including navigation and charts/graphs.

Continued development of multimedia presentations including text and graphics.

Use a visual learning tool to create graphic organizers.

Saving and retrieving files with minimal assistance.

Using the internet and search engines to navigate and obtain information.

Access a variety of educational websites to integrate and supplement subjects and skills being taught throughout curriculum.

Grade appropriate internet safety instruction.

Introduction to and usage of various Web Tools.

COMPUTER LITERACY – 5th grade

Continue to develop keyboarding skills with increased accuracy and speed.

Use of keyboard and shortcuts to efficiently use computers.

Use a variety of software independently.

Continued development of word processing skills with additional formatting.

Continued development of spreadsheet software including navigation and charts/graphs.

Continued development of multimedia presentations including text and graphics.

Use a visual learning tool to create graphic organizers.

Saving and retrieving files.

Using the internet and search engines to obtain and evaluate information.

Access a variety of educational websites to integrate and supplement subjects and skills being taught throughout curriculum.

Grade appropriate internet safety instruction.

Introduction to and usage of various Web Tools.