Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Technology Skills Checklist for Grade **1**

The goal is for students in first grade to master the following technology concepts. Their progress will be documented by the following:

* = Worked On

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Technology Skills** | **Q1** | **Q2** | **Q3** | **Q4** |
| * Using the space bar appropriately |  |  |  |  |
| * Word processing toolbar:   + Change font   + Change size   + Bold   + Underline   + Cut   + Paste   + Copy |  |  |  |  |
| * Handling equipment with care |  |  |  |  |
| * Knowledge of internet safety (popups) |  |  |  |  |
| * Using a variety of mouse tools (right click, left click, double click, scrolling) |  |  |  |  |
| * Basic keyboarding skills   + Using punctuation keys while typing   + Using cap locks vs. shift for capitalization   + Using backspace vs. delete   + Enter key |  |  |  |  |
| * Saving documents:   + Save vs. save as   + Creating First Grade Folder   + Naming Documents Appropriately   + My Documents vs. Student Shared |  |  |  |  |
| * Finding and opening documents:   + My Documents   + Student Shared |  |  |  |  |
| * Recognize and open applications from the Start Menu |  |  |  |  |
| * Opening a hyperlink |  |  |  |  |
| \*Introduced to:   * + Kidspiration   + Clicker 5/6   + PowerPoint   + Natural Reader   + Destiny |  |  |  |  |