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
 |  |  |  |  |