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

Technology Skills Checklist for Grade **2**

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

* = Worked On

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Technology Skills** | **Q1** | **Q2** | **Q3** | **Q4** |
| * Printing:
	+ Selecting printer
	+ Color vs. grey scale
	+ Number of copies
	+ Printing 1 sided vs. 2 sided
 |  |  |  |  |
| * Word processing:
	+ Fix spelling
	+ Fix grammar
	+ Fix spacing
	+ Bulleting and numbering
	+ Adding ClipArt
	+ Adding WordArt
 |  |  |  |  |
| * Handling equipment with care
 |  |  |  |  |
| * Knowledge of internet safety (popups)
 |  |  |  |  |
| * Basic keyboarding skills
	+ Tab key
	+ Ctrl + S (save), Ctrl + Z (undo), Ctrl + C (copy), Ctrl + V (paste), Ctrl + P (print)
	+ Using punctuation keys while typing
	+ Using cap locks vs. shift for capitalization
	+ Using backspace vs. delete
	+ Enter key
	+ Correct sitting, arm, and finger positioning
 |  |  |  |  |
| * Saving documents:
	+ Save vs. save as
	+ Creating Second Grade Folder
	+ Naming Documents Appropriately
	+ Saving and importing images
	+ My Documents, Student Shared, Hand-In Folder
 |  |  |  |  |
| * Finding and opening documents:
	+ My Documents
	+ Student Shared
	+ Hand-Out
 |  |  |  |  |
| * Open applications from the Start Menu
 |  |  |  |  |
| \*Introduced to:* + Word Q
	+ Graphing: Excel and Graphing Club
	+ PhotoStory
	+ Image Quest
	+ Type to Learn (or other keyboarding programs)
	+ Kurzweil
 |  |  |  |  |