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 |  |  |  |  |