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

Technology Skills Checklist for Grade **4**

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

* = Worked On

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Technology Skills** | **Q1** | **Q2** | **Q3** | **Q4** |
| * Word processing:
	+ Fix spelling
	+ Fix grammar
	+ Fix spacing
	+ Adding ClipArt
	+ Adding WordArt
	+ Creating an outline
 |  |  |  |  |
| * Basic keyboarding skills
	+ Tab key
	+ Ctrl + F (find)
	+ Using punctuation keys while typing
	+ Using cap locks vs. shift for capitalization
	+ Using backspace vs. delete
	+ Enter key
 |  |  |  |  |
| * Saving documents:
	+ Creating Fourth Grade Folder
	+ Saving and importing images
	+ My Documents, Student Shared, Hand-In Folder
 |  |  |  |  |
| * Editing:
	+ Resize images
	+ Move images
	+ Cutting and pasting text and images
	+ Formatting text and images (center, tight)
 |  |  |  |  |
| * Research:
	+ Works Cited (Finding citation information)
	+ Create graphic organizers
	+ Finding and evaluating relevant sources
	+ Pulling out information from multiple resources
	+ Using Search Engines (Google vs. MCPS approved)
 |  |  |  |  |
| * Publishing/Presentation:
	+ Evaluate presentation tools
 |  |  |  |  |
| * Typing in a website URL
 |  |  |  |  |
| * Handling equipment with care
 |  |  |  |  |
| * Knowledge of internet safety (incorrect websites, cyber bullying, and sharing personal information)
 |  |  |  |  |
| \*Introduced to:* + Search Engines (Britannica, Searchasaurus, SIRS)
	+ NoodleTools
	+ Excel
 |  |  |  |  |