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 |  |  |  |  |