



# Tuscola CUSD #301 - Technology Skills

O = Optional I=Introduce R=Reinforce M=Master

	K	1	2	3	4	5	6	7	8	
<b>Basic Operations</b>										
Turn on a computer and login	I	R	M	M	M	M	M	M	M	
Use pointing device such as a mouse to manipulate shapes, icons	I	R	M	M	M	M	M	M	M	
Click on urls radio buttons, check boxes	I	R	M	M	M	M	M	M	M	
Use scroll bar	I	R	M	M	M	M	M	M	M	
Use desktop icons, windows and menus to open applications and documents	I	R	M	M	M	M	M	M	M	
Minimize/Maximize/Close Windows	I	R	M	M	M	M	M	M	M	
Save a file		I	R	M	M	M	M	M	M	
Create a folder			I	R	M	M	M	M	M	
Move files from one folder to another			I	R	M	M	M	M	M	
Identify and use a variety of storage media (school server vs. flash drive vs. online cloud storage) and provide a rationale for using a certain medium for a specific purpose						O	O	I	R	M
Independently operate peripheral equipment (scanner/camera) if available					O	I	R	M	M	M
Identify successful troubleshooting strategies for minor hardware and software issues/problems (frozen screen etc.)					O	I	R	M	M	M
<b>Keyboarding</b>										
Use proper posture	I	R	M	M	M	M	M	M	M	
Locate and use letter and number keys with left and right hand placement	I	R	M	M	M	M	M	M	M	

	Locate and use correct finger, hand for space bar, return/enter and shift key	I	R	M	M	M	M	M	M	M
Word Processing	Gain proficiency and speed in touch typing	O	I	R	M	M	M	M	M	M
	write	I	R	M	M	M	M	M	M	M
	edit	I	R	M	M	M	M	M	M	M
	print	I	R	M	M	M	M	M	M	M
	save	O	I	R	M	M	M	M	M	M
	Use ribbon functions to format (font/size/style, line spacing, margins)	O	I	R	M	M	M	M	M	M
	Highlight text			O	I	R	M	M	M	M
	copy			O	I	R	M	M	M	M
	cut			O	I	R	M	M	M	M
	paste			O	I	R	M	M	M	M
	copy and paste image from outside source		O	I	R	M	M	M	M	M
	insert and size a graphic from the computer (picture)		O	I	R	M	M	M	M	M
	proofread and edit writing using appropriate resources (dictionary, spell checker, grammar, thesaurus)			O	I	R	M	M	M	M
	tab/indent					O	O	I	R	M
	headers/footers					O	O	I	R	M
	end notes					O	O	I	R	M
	tables					O	O	I	R	M
	bullet points/numbering					O	O	I	R	M
	Use comment functions in review for peer editing					O	O	I	R	M
	Use the track changes function for peer editing					O	O	I	R	M
Spreadsheet	Apply formatting and page layout features when appropriate (columns templates and styles) to improve appearance of documents and materials					O	O	I	R	M
	Demonstrate and understand a spreadsheet is used as a tool to record, organize, and graph information					I	R	M	M	M

	Identify and explain spreadsheet terms (cell, column, row, values, labels, chart, graph)					O	I	R	M	M	M	M	
	Enter/Edit data in spreadsheets and perform calculations using formulas					O	I	R	M	M	M	M	
	Use mathematical symbols +, -, *, /, ^						I	R	M	M	M	M	
	Use spreadsheets to make predictions, solve problems, and draw conclusions						I	R	M	M	M	M	
	Use spreadsheets to calculate, graph, organize, and present data in a variety of real-world settings and choose the most appropriate type to represent given data								O	O	I	R	M
	Enter formulas and functions; use the auto-fill feature in a spreadsheet application								O	O	I	R	M
	Use functions (sort, filter, find)								O	O	I	R	M
	Use various number formats (scientific notations, percentages, exponents) as appropriate								O	O	I	R	M
	Use formatting features (add/name worksheets, reposition columns and rows)								O	O	I	R	M
	Use multiple sheets within a workbook, and create links among worksheets to solve problems										O	I	R
	Import and Export data between spreadsheets and other applications										O	I	R
Slides	Create, edit, format	O	I	R	M	M	M	M	M	M	M	M	
	Insert a text box and format text	O	I	R	M	M	M	M	M	M	M	M	
	Create a series of slides to convey an idea in appropriate order		O	I	R	M	M	M	M	M	M	M	

	Copy/Paste graphics or insert graphic (graphics should include pictures and video) (change size and position on slide)	O	I	R	M	M	M	M	M
	Use painting and drawing tools to create and edit work (shapes, lines, arrows etc.)	O	I	R	M	M	M	M	M
	Appropriate transitions and animations			O	I	R	M	M	M
	Use technology tools to maximize accuracy of work (spell check, thesaurus, dictionary, calculator etc.)		O	I	R	M	M	M	M
Multimedia	Watch online videos and use play, pause, rewind, buttons	I	R	M	M	M	M	M	M
	Watch online videos and use play, pause, rewind, and forward buttons while taking notes in a word processing document or paper/pencil		O	I	R	M	M	M	M
	Independently use appropriate technology tools (graphic organizers, audio, video) to define problems and propose hypotheses				O	O	I	R	M
	Make strategic use of digital media to enhance understanding				O	I	R	M	M
Digital Citizenship	Explain and demonstrate compliance with classroom, school rules (Acceptable Use Policy) regarding responsible use of computers and networks.	I	R	M	M	M	M	M	M
	Explain responsible use of technology and digital information; describe possible consequences of inappropriate use	I	R	M	M	M	M	M	M

Explain Fair Use Guidelines for the use of copyrighted materials, (e.g.. Text, music, video in students' projects) and giving credit to media creators			O	I	R	M	M	M	M	M
Identify and explain the strategies for the safe and efficient use of computers (passwords, virus protection software, spam filters, pop-up blockers)			O	I	R	M	M	M	M	M
Demonstrate safe email practices, recognition of the potentially public exposure of email and appropriate email etiquette (don't forward chain emails, use bcc for large groups)					O	I	R	M	M	M
Identify cyberbullying and describe strategies to deal with such a situation			O	I	R	M	M	M	M	M
Recognize and describe the potential risks and dangers associated with various forms of online communications			O	I	R	M	M	M	M	M
Comply with school's Acceptable Use Policy related to ethical use, cyberbullying, privacy, plagiarism, spam, viruses, hacking, and file sharing					O	I	R	M	M	M
Analyze and explain how media and technology can be used to distort, exaggerate, and misrepresent information.					O	I	R	M	M	M
Explain the potential risks associated with the use of digital environments and sharing personal information.					O	I	R	M	M	M

Research



Communication and Collaboration									
	Work collaboratively online with other students under teacher supervision		I	R	M	M	M	M	M
	Use a variety of age-appropriate technologies (google docs/slides etc.) to communicate and exchange ideas	I	R	M	M	M	M	M	M
	Create projects that use text and various forms of graphics, audio, and video (with proper citations) to communicate ideas		I	R	M	M	M	M	M
	Use teacher developed guidelines to evaluate multimedia presentations for organization, content, design, presentation, and appropriateness of citations		O	I	R	M	M	M	M
	Use web 2.0 tools for communication and collaboration	O	O	I	R	M	M	M	M
	Use a variety of media to present information for specific purposes (reports, research papers, presentations, newsletters, web sites, podcasts, blogs) citing sources.			O	I	R	M	M	M
	Use a variety of Web 2.0 tools to collaborate and communicate with peers, experts, and other audiences using appropriate academic language.	I	R	M	M	M	M	M	M
	Plan and implement a collaborative project with students in other classrooms and schools using telecommunications tools (email, forum, blog, video-conferencing, groupware)			O	I	R	M	M	M
Mathematical Applications									

Draw two and three dimensional geometric shapes using a variety of technology applications

I R M

Explain and demonstrate how specialized technology tools can be used for problem solving, decision making, and creativity in all subject areas (simulation software, probes, graphing calculators, design programs)

I R M