

4th Grade Computers

1. I can discuss and follow the rules for responsible use of technology tools.
2. I can describe ways that technology is used at home and work.
3. I understand there are appropriate times, places, and limits for technology use.
4. I can open, edit, and save a document on the Student server.
5. I can connect, load, and use peripheral devices (cameras, iPads, flash drives).
6. I can develop, use, and maintain home row keyboarding skills.
7. I can type a half page in a Word document in one sitting.
8. I can format the following in Word: font tools, line spacing, margins, and alignments.
9. I can use spell check to proofread.
10. I can print using Print Preview to change my final product (layout, # of slides, printer).
11. I can insert, move, resize, and navigate a table in a Microsoft application.
12. I can use Excel to create tables, graphs, and perform basic calculations.
13. I can use Powerpoint to create a multimedia presentation with more than one slide.
14. I can navigate multiple tabs within an internet browser.
15. I know the difference between search engines and databases and when to use each one.
16. I can use the search engines and databases to collect information about a topic.
17. I can cite my sources for research work.
18. I understand the Fair Use Guidelines for copyrighted work.
19. I understand potential risks and dangers of using the internet.
20. I understand cyberbullying and how to help prevent it or respond to it when necessary.
21. I can use problem solving skills to do coding activities online.
22. I can work together with a partner to accomplish a technology task.