

3rd 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 use the taskbar to navigate between 2 open applications.
6. I can develop and use home row keyboarding skills.
7. I can use shift to add capital letters and symbols.
8. I can format text using font, color, size, bold, italics, and underline.
9. I can format the following in Word: font tools, line spacing, margins, and alignments.
10. I can use spell check to proofread.
11. I can copy/paste images and text.
12. I can print using Print Preview to change my final product (layout, # of slides, printer).
13. I can insert, move, resize, and navigate a table in a Microsoft application.
14. I can use Excel to create tables, graphs, and perform basic calculations.
15. I can navigate multiple tabs within an internet browser.
16. I know the difference between search engines and databases and when to use each one.
17. I can use the search engines and databases to collect information about a topic.
18. I can cite my sources for research work.
19. I understand the Fair Use Guidelines for copyrighted work.
20. I understand potential risks and dangers of using the internet.
21. I understand cyberbullying and how to help prevent it or respond to it when necessary.
22. I can use problem solving skills to do coding activities online.
23. I can work together with a partner to accomplish a technology task.