

# Information and Technology Standards Kindergarten

## Course Abilities [Apply the following to each content standard].

### 1. Apply abilities to media.

- A. Evaluate and solve problems related to media (classify, decide, estimate, solve, compare).
- B. Speak and write clearly (present, persuade, collaborate, explain, recommend).
- C. Brainstorm and organize in preparation for media activities (envision, research, plan, organize, persist).
- D. Plan and create products displaying the quality process (plan, draft, analyze, and revise).

### 2. Read, write, speak, and listen for many purposes.

- A. Watch and listen to a variety of forms of media.
- B. Utilize a variety of forms of mass media for learning (magazines, newspapers, radio, television, CD-ROM).
- C. Conduct research (locate, observe/gather, analyze, and conclude).
- D. Demonstrate listening, dictating, writing, and presentation skills.

### 3. Develop life-long enjoyment and appreciation of reading.

- A. Select a book.
- B. Listen to a story.
- C. Listen to ebook on TumbleBooks website.
- D. Recommend books to others.

## Subject/Course Content

### Research and Inquiry Skills

#### 1. Know about the media center.

- A. Identify the purpose of the media center.
- B. Locate the school media center (and know if there is a local public library).
- C. Recognize the people who work in the media center and their duties.
- D. Recognize types of print and non-print materials.

#### 2. Discover the various areas of the media center.

- A. Locate everybody books, picture books.
- B. Locate audio-books and videos.

#### 3. Perform check-out and return of materials.

- A. Demonstrate the ability to check out materials.
- B. Demonstrate how and where to return materials.

### **Appropriate Use of Resources**

- 4. Demonstrate respect for people and materials.**
  - A. Talk quietly.
  - B. Behave correctly for different activities.
  - C. Treat the materials with care.
  - D. Return materials on time and in the right place.

### **Technology Skills**

- 5. Demonstrate the proper and safe use of hardware and software.**
  - A. Use input devices (mouse, keyboard).
  - B. Adjust monitor.
  - C. Insert CDs.
  - D. Log on and off network.
  - E. Use output devices (printer, monitor).
  - F. Use an iPad.
  - G. Open and use computer applications.
- 6. Understand basic computer operations.**
  - A. Recognize and verbalize basic computer terminology.
  - B. Recognize if a computer is not functioning properly.
  - C. Operate menu-driven software,
  - D. Read and follow on-screen directions.
- 7. Identify and use a keyboard properly.**
  - A. Demonstrate proper usage of a basic keyboard.
  - B. Demonstrate proper posture and placement of hands on keyboard (left and right, for example).
- 8. Utilize multimedia authoring and presentation tools.**
  - A. Demonstrate use of Paint tools.
  - B. Demonstrate use of Draw tools.
- 9. Follow Internet Safety Rules.**

# Information and Technology Standards First Grade

## Course Abilities [Apply the following to each content standard].

### 1. Apply abilities to media.

- A. Evaluate and solve problems related to media (classify, decide, estimate, solve, compare).
- B. Speak and write clearly (present, persuade, collaborate, explain, recommend).
- C. Brainstorm and organize in preparation for media activities (envision, research, plan, organize, persist).
- D. Plan and create products displaying the quality process (plan, draft, analyze, and revise).

### 2. Read, write, speak, and listen for many purposes.

- A. Watch and listen to a variety of forms of media.
- B. Utilize a variety of forms of mass media for learning (magazines, newspapers, radio, television, CD-ROM).
- C. Conduct research (locate, observe/gather, analyze, and conclude).
- D. Demonstrate listening, dictating, writing, and presentation skills.

### 3. Develop life-long enjoyment and appreciation of reading.

- A. Select a book.
- B. Listen to a story.
- C. Listen to ebook on TumbleBooks website.
- D. Recommend books to others.
- E. Check out books at reading level on a regular basis.

## Subject/Course Content

### Research and Inquiry Skills

#### 6. Verbalize the difference between fiction and non-fiction books.

#### 7. Locate EVERYBODY books in the media center.

- A. Recognize that books are placed in order from A-Z by author's name.
- B. Locate an EVERYBODY book by author with assistance.

#### 8. Identify the title, author and illustrator of various books.

- A. Locate and identify the title of books.
- B. Locate and identify the name of a book's author.
- C. Locate and identify the name of a book's illustrator.

### Appropriate Use of Resources

#### 9. Demonstrate respect for people and materials.

- A. Talk quietly.
- B. Behave correctly for different activities.
- C. Treat the materials and resources with care.
- D. Return materials on time and in the right place.

**10. Demonstrate responsible computer and Internet use.**

- A. Demonstrate positive behaviors when using technology.
- B. Understand and follow the school's Acceptable Use Policy.

**Technology Skills**

**11. Demonstrate the proper and safe use of hardware and software.**

- A. Use input devices (mouse, keyboard).
- B. Adjust monitor.
- C. Insert CDs.
- D. Log on and off network.
- E. Use output devices (printer, monitor).
- F. Use an iPad.
- G. Open and use computer applications.

**12. Understand basic computer operations.**

- A. Recognize and verbalize basic computer terminology.
- B. Recognize if a computer is not functioning properly.
- C. Operate menu-driven software,
- D. Read and follow on-screen directions.

**13. Demonstrate the proper use of the keyboard.**

- A. Demonstrate proper usage of a basic keyboard.
- B. Demonstrate proper posture and placement of hands on keyboard (left and right, for example).

**14. Utilize multimedia authoring and presentation tools.**

- A. Demonstrate knowledge of and create projects using Paint/Draw.
- B. Create presentations (such as slideshows and cards).

**15. Utilize a word processing program.**

- A. Write, edit, and/or revise documents.
- B. Open and save documents.
- C. Manipulate text and graphics.

**16. Utilize the Internet.**

- A. Use a web browser.
- B. Locate and open bookmarked sites.

**17. Follow Internet Safety Rules.**

# Information and Technology Standards

## Second Grade

### Course Abilities [Apply the following to each content standard].

#### 1. Apply abilities to media.

- A. Evaluate and solve problems related to media (classify, decide, estimate, solve, compare).
- B. Speak and write clearly (present, persuade, collaborate, explain, recommend).
- C. Brainstorm and organize in preparation for media activities (envision, research, plan, organize, persist).
- D. Plan and create products displaying the quality process (plan, draft, analyze, and revise).

#### 2. Read, write, speak, and listen for many purposes.

- A. Watch and listen to a variety of forms of media.
- B. Utilize a variety of forms of mass media for learning (magazines, newspapers, radio, television, CD-ROM).
- C. Conduct research (locate, observe/gather, analyze, and conclude).
- D. Demonstrate listening, dictating, writing, and presentation skills.

#### 3. Develop life-long enjoyment and appreciation of reading.

- A. Select a book.
- B. Listen to a story.
- C. Listen to ebook on TumbleBooks website.
- D. Recommend books to others.
- E. Check out books at reading level on a regular basis.

### Subject/Course Content

#### Research and Inquiry Skills

##### 1. Locate fiction and non-fiction sections in the Media Center.

##### 2. Utilize an electronic card catalog.

- A. Locate library materials using the Alexandria system with assistance.
- B. Search for materials by subject, author, and title using Alexandria.

##### 3. Identify the reference section in the Media Center.

- A. Verbalize the purpose and locate the reference section.
- B. Compare uses of encyclopedias and dictionaries.
- C. Locate and utilize electronic encyclopedias and dictionaries.

### **Appropriate Use of Resources**

- 3. Demonstrate respect for people and materials.**
  - A. Talk quietly.
  - B. Behave correctly for different activities.
  - C. Treat the materials and resources with care.
  - D. Return materials on time and in the right place.
  
- 4. Demonstrate responsible computer and Internet use.**
  - A. Demonstrate positive behaviors when using technology.
  - B. Understand and follow the school's Acceptable Use Policy.
  - C. Understand and follow copyright policies.
  - D. Use critical thinking skills in analyzing data.
  
- 5. Identify different parts of a book.**
  - A. Locate the spine of a book to identify title and call number.
  - B. Identify information on a title page (title, author, illustrator).

### **Technology Skills**

- 6. Demonstrate the proper and safe use of hardware and software.**
  - A. Use input devices (mouse, keyboard).
  - B. Adjust monitor.
  - C. Turn on/off CPU/Monitor.
  - D. Insert CDs.
  - E. Log on and off network.
  - F. Use output devices (printer, monitor).
  - G. Use an iPad.
  - H. Open and use computer applications.
  
- 7. Understand basic computer operations.**
  - A. Recognize and verbalize basic computer terminology.
  - B. Recognize if a computer is not functioning properly.
  - C. Operate menu-driven software.
  - D. Follow on-screen directions.
  
- 8. Demonstrate the proper use of the keyboard.**
  - A. Demonstrate proper usage of a basic keyboard.
  - B. Demonstrate proper posture and placement of hands on keyboard (Homerow, for example).
  - C. Use basic keys (shift, return, space, delete, escape, arrows).
  
- 9. Utilize multimedia authoring and presentation tools.**
  - A. Create projects with Paint/Draw tools.
  - B. Create presentations (such as slideshows and cards).
  
- 10. Utilize a word processing program.**
  - A. Write, edit, and/or revise documents.
  - B. Open, save, and print documents.
  - C. Manipulate text and graphics.

**11. Utilize the Internet.**

- A. Locate and open a web browser.
- B. Locate and open bookmarked sites.

**12. Follow Internet Safety Rules.**

# Information and Technology Standards Third Grade

## Course Abilities [Apply the following to each content standard].

### 1. Apply abilities to media.

- A. Evaluate and solve problems related to media (classify, decide, estimate, solve, compare).
- B. Speak and write clearly (present, persuade, collaborate, explain, recommend).
- C. Brainstorm and organize in preparation for media activities (envision, research, plan, organize, persist).
- D. Plan and create products displaying the quality process (plan, draft, analyze, and revise).

### 2. Read, write, speak, and listen for many purposes.

- A. Watch and listen to a variety of forms of media.
- B. Utilize a variety of forms of mass media for learning (magazines, newspapers, radio, television, CD-ROM).
- C. Conduct research (locate, observe/gather, analyze, and conclude).
- D. Demonstrate listening, dictating, writing, and presentation skills.

### 3. Develop life-long enjoyment and appreciation of reading.

- A. Select a book.
- B. Listen to a story.
- C. Listen to ebook on TumbleBooks website.
- D. Recommend books to others.
- E. Check out books at reading level on a regular basis.
- F. Recognize the award winning work of authors and illustrators.
- G. Identify different kinds of stories (folklore, for example).

## Subject/Course Content

### Research and Inquiry Skills

#### 1. Locate a variety of media using an electronic card catalog.

- A. Locate library materials by subject, title, author, keyword, and series using the library automated card catalog.
- B. Locate fiction and nonfiction books on shelves using the call numbers (alphabetical and numerical).

#### 2. Identify and conduct research with reference materials.

- A. Locate and use electronic encyclopedias, dictionaries, and atlases.
- B. Use Internet/software reference resources.

### **Appropriate Use of Resources**

**3. Demonstrate respect for people and media materials.**

- A. Talk quietly.
- B. Behave correctly for different activities.
- C. Treat the materials and resources with care.
- D. Return materials on time and in the right place.
- E. Recognize that the Media Specialist is a resource.
- F. Respect shared workspaces.

**4. Demonstrate responsible computer and Internet use.**

- A. Demonstrate positive social and ethical behaviors when using technology.
- B. Understand and follow the school's Acceptable Use Policy.
- C. Understand and follow copyright policies.

**5. Identify and utilize different parts of a book.**

- A. Identify information on a title page (title, author, illustrator).
- B. Identify other parts of a book (index, glossary, table of contents, spine).

### **Technology Skills**

**6. Demonstrate the proper and safe use of hardware and software.**

- A. Log on and off network.
- B. Choose the appropriate printer.
- C. Use an iPad.
- D. Use a digital camera to capture, create, and modify visual images.
- E. Open and use computer applications.

**7. Understand basic computer operations.**

- A. Communicate using basic computer terminology.
- B. Follow a grade-appropriate checklist to determine if a computer is not functioning properly.
- C. Operate menu-driven software.
- D. Follow on-screen directions.

**8. Demonstrate the proper use of the keyboard.**

- A. Demonstrate proper usage of a basic keyboard.
- B. Demonstrate proper posture and placement of hands on keyboard (Touch type, for example).
- C. Use basic keys (tab, command/control, caps lock).
- D. Use Mavis Beacon or Type-To-Learn to learn homerow and correct finger placement for all letters.

**9. Utilize multimedia authoring and presentation tools.**

- A. Create projects with Paint/Draw tools.
- B. Create presentations (such as PowerPoint slideshows, podcasts, video).

**10. Utilize a word processing program.**

- A. Write, edit, and/or revise documents.
- B. Open, save, and print documents.
- C. Manipulate text and graphics.

**11. Utilize the Internet.**

- A. Locate and open a web browser.
- B. Locate and open bookmarked sites.
- C. Communicate using blogs and wikis.

**12. Follow Internet Safety Rules.**

# Information and Technology Standards Fourth Grade

## Course Abilities [Apply the following to each content standard].

### 1. Apply higher thinking skills to media activities.

- A. Analyze and evaluate data and other information (classify, predict, estimate, decide, generalize, solve, relate, interpret, and simplify).
- B. Create communications for a variety of purposes (present, persuade, collaborate, explain, and recommend).
- C. Utilize goal setting/attainment when planning projects (brainstorm, envision, research, plan, organize, persist).
- D. Plan and create products displaying the quality process (plan, draft, analyze, and revise when producing products).

### 2. Be able to read, write, speak, and listen for many purposes.

- A. Watch and listen to a variety of forms of media.
- B. Utilize a variety of forms of mass media for learning (magazines, newspapers, radio, television, CD-ROM).
- C. Conduct research (locate, observe/gather, analyze, and conclude).
- D. Demonstrate technical skills:
  - Read/write/present: instructions, table, chart, thank you letter, letter of request, inquiry, checklist, research report, summary.
  - Technology: word processing, Internet, AV production.

### 3. Develop life-long enjoyment and appreciation of reading.

- A. Select a book.
- B. Listen to a story.
- C. Recommend books to others.
- D. Check out books at reading level on a regular basis.
- E. Recognize the award winning work of authors and illustrators.
- F. Identify different genres of literature (mysteries, adventure stories, biographies, autobiographies, fantasy, science fiction, historical fiction).

## Subject/Course Content

### Research and Inquiry Skills

- 1. Locate fiction books, nonfiction books, and magazines in the media center.
- 2. Locate a variety of media by subject, title, and author using the card catalog/electronic catalog.
- 3. Identify and conduct research with reference materials.
  - A. Locate and use electronic encyclopedias, dictionaries, and atlases.
  - B. Use Internet/software reference resources.

### Appropriate Use of Resources

**4. Demonstrate respect for people and media materials.**

- A. Talk quietly.
- B. Behave correctly for different activities.
- C. Treat the materials and resources with care.
- D. Return materials on time and in the right place.
- E. Recognize that the Media Specialist is a resource.
- F. Print
- G. Respect shared workspaces.

**5. Demonstrate responsible computer and Internet use.**

- A. Demonstrate positive social and ethical behaviors when using technology.
- B. Understand and follow the school's Acceptable Use Policy.
- C. Understand and follow copyright policies.
- D. Use critical thinking skills when analyzing data.

**6. Use different parts of a book.**

- A. Identify information on a title page (title, author, illustrator, and publisher).
- B. Identify other parts of a book (copyright date, index, glossary, summary, appendix).

**Technology Skills**

**7. Demonstrate the proper and safe use of hardware and software.**

- A. Log on and off network.
- B. Choose the appropriate printer and follow appropriate protocols.
- C. Use an iPad.
- D. Use a digital camera to capture, create, and modify visual images.
- E. Open and use computer applications.

**8. Understand basic computer operations.**

- A. Communicate using basic computer terminology.
- B. Follow a grade-appropriate checklist to determine if a computer is not functioning properly.
- C. Operate menu-driven software.
- D. Follow on-screen directions.

**9. Demonstrate the proper use of the keyboard.**

- A. Demonstrate proper usage of a basic keyboard.
- B. Demonstrate proper posture and placement of hands on keyboard (Touch type, for example).
- C. Demonstrate keyboard skills at an appropriate speed and accuracy.
- D. Use Mavis Beacon or Type-To-Learn to type 15 words-per-minute (wpm).

**10. Utilize multimedia authoring and presentation tools.**

- A. Create projects with Paint/Draw tools.
- B. Create presentations (such as PowerPoint slideshows, podcasts, video).

**11. Utilize a word processing program.**

- A. Write, proofread, edit, and/or revise documents.
- B. Access spellcheck as an editing tool.
- C. Open, save, and print documents.
- D. Manipulate text and graphics.

**12. Access the Internet.**

- A. Access a web browser.
- B. Bookmark sites.
- C. Use basic Internet and web browser tools (search fields, address bar, link, button bar).
- D. Communicate using blogs and wikis.

**13. Follow Internet Safety Rules.**

# Information and Technology Standards Fifth Grade

## Course Abilities [Apply the following to each content standard].

### 1. Apply higher thinking skills to media activities.

- A. Analyze and evaluate data and other information (classify, predict, estimate, decide, generalize, solve, relate, interpret, and simplify).
- B. Create communications for a variety of purposes (present, persuade, collaborate, explain, and recommend).
- C. Utilize goal setting/attainment when planning projects (brainstorm, envision, research, plan, organize, persist).
- D. Plan and create products displaying the quality process (plan, draft, analyze, and revise when producing products).

### 2. Be able to read, write, speak, and listen for many purposes.

- A. Watch and listen to a variety of forms of media.
- B. Utilize a variety of forms of mass media for learning (magazines, newspapers, radio, television, Internet, and CD-ROM).
- C. Conduct research (locate, observe/gather, analyze, and conclude).
- D. Demonstrate technical skills:
  - Read/write/present: instructions, table, chart, thank you letter, letter of request, inquiry, proposal, checklist, research report, summary.
  - Technology: word processing, database, Internet, AV production.

### 3. Develop life-long enjoyment and appreciation of reading.

- A. Select books from a large variety of sources (including the school Media Center, classroom collections, public library, personal book collection).
- B. Listen to a story.
- C. Recommend books to others.
- D. Check out books at reading level on a regular basis.
- E. Recognize the award winning work of authors and illustrators.
- F. Identify different genres of literature (mysteries, adventure stories, biographies, autobiographies, fantasy, science fiction, historical fiction).
- G. Recognize and locate works by various and specific authors.

## Subject/Course Content

### Research and Inquiry Skills

1. Locate fiction books, nonfiction books, and magazines in the media center.
2. Locate a variety of media by subject, title, and author using the card catalog/electronic catalog.
3. Identify and conduct research with reference and other media materials.
  - A. Create a research question that identifies topics, subtopics, and key words.
  - B. Locate and use electronic encyclopedias, dictionaries, and atlases.
  - C. Access Internet/software reference resources using software, online databases, Internet, and web-based software.
  - D. Take usable notes in student's own words.
  - E. Organize and report findings.

- F. Produce a bibliography.

### **Appropriate Use of Resources**

#### **4. Show respect for people and materials.**

- A. Talk quietly.
- B. Behave correctly for different activities.
- C. Treat the materials and resources with care.
- D. Return materials on time and in the right place.
- E. Recognize that the Media Specialist is a resource.
- F. Print
- G. Respect shared workspaces.

#### **5. Demonstrate responsible computer and Internet use.**

- A. Demonstrate positive social and ethical behaviors when using technology.
- B. Understand and follow the school's Acceptable Use Policy.
- C. Understand and follow copyright policies.

### **Technology Skills**

#### **6. Demonstrate the proper and safe use of hardware and software.**

- A. Log on and off network.
- B. Choose the appropriate printer and follow appropriate protocols.
- C. Use an iPad.
- D. Use a digital camera to capture, create, and modify visual images.
- E. Open and use computer applications.

#### **7. Understand basic computer operations.**

- A. Communicate with basic computer terminology.
- B. Use grade-appropriate checklist to determine if a computer is not functioning properly.
- C. Operate menu-driven software.
- D. Follow on-screen directions.

#### **8. Demonstrate the proper use of the keyboard.**

- A. Demonstrate proper posture and placement of hands on keyboard (Touch type, for example).
- B. Demonstrate keyboard skills at an appropriate speed and accuracy.
- C. Use Mavis Beacon or Type-To-Learn to type 20 words-per-minute (wpm).

#### **9. Utilize multimedia authoring and presentation tools.**

- A. Create projects with Paint/Draw tools.
- B. Create presentations (such as PowerPoint slideshows, podcasts, video).
- C. Import/export and manipulate simple graphic, video, and/or sound objects.

#### **10. Utilize a word processing program.**

- A. Write, proofread, edit, and/or revise documents.
- B. Access spellcheck as an editing tool.
- C. Open, save, and print documents.
- D. Manipulate text and graphics.

#### **11. Access and utilize the Internet.**

- A. Access and use a web browser.
- B. Enter URLs and access online databases.

- C. Locate basic Internet and web browser tools (search fields, address bar, link, button bar).
- D. Utilize and compare search engines.
- E. Communicate using blogs and wikis.

**12. Create and manipulate a simple spreadsheet.**

- A. Enter data into and format cells.
- B. Create graphs/charts (axis, scale, legend/key, intervals).

**13. Create and manipulate a simple database.**

- A. Construct a database (field, records, layouts).
- B. Manipulate data.

**14. Follow Internet Safety Rules.**

# Information and Technology Standards Sixth Grade

## Course Abilities [Apply the following to each content standard].

### 1. Apply higher thinking skills to media activities.

- A. Analyze and evaluate data and other information (classify, predict, estimate, decide, generalize, solve, relate, interpret, and simplify).
- B. Create communications for a variety of purposes (present, persuade, collaborate, explain, and recommend).
- C. Utilize goal setting/attainment when planning projects (brainstorm, envision, research, plan, organize, persist).
- D. Plan and create products displaying the quality process (plan, draft, analyze, and revise when producing products).

### 2. Be able to read, write, speak, and listen for many purposes.

- A. Watch and listen to a variety of forms of media.
- B. Utilize a variety of forms of mass media for learning (magazines, newspapers, radio, television, Internet, and CD-ROM).
- C. Conduct research (locate, observe/gather, analyze, and conclude).
- D. Demonstrate technical skills:
  - Read/write/present: instructions, reports (progress, research), specifications, proposal, letters (request, response), manual, form, checklist, pamphlet, technical research, technical analysis, summary, advertisement, announcement.
  - Technology: word processing, spreadsheet, database, desktop publishing, search tools, Internet, AV production.

### 3. Develop life-long enjoyment and appreciation of reading.

- A. Select books from a large variety of sources (including the school Media Center, classroom collections, public library, personal book collection).
- B. Listen to a story.
- C. Recommend books to others.
- D. Check out books at reading level on a regular basis.
- E. Recognize the award winning work of authors and illustrators.
- F. Identify different genres of literature (mysteries, adventure stories, biographies, autobiographies, fantasy, science fiction, historical fiction).
- G. Recognize and locate works by various and specific authors.
- H. Summarize a current event found in a newspaper and/or magazine.
- I. Identify the main sections of a newspaper.

## Subject/Course Content

### Research and Inquiry Skills

#### 1. Use periodical indexes to locate and use magazine articles.

- A. Locate periodical indexes.
- B. Use a periodical index to locate information.

#### 2. Use advanced reference sources to conduct research and gather information.

- A. Use search engines to find information on specific topics.

- B. Use an online database to find information on specific topics.
- C. Use specialized dictionaries.
- 3. **Create a research topic that identifies topics, related topics, key words, and search terms.**
- 4. **Collect, report, and create graphs to relay the results of an activity on a spreadsheet.**

### **Appropriate Use of Resources**

- 5. **Show respect for people and materials.**
  - A. Talk quietly.
  - B. Behave correctly for different activities.
  - C. Treat the materials and resources with care.
  - D. Return materials on time and in the right place.
  - E. Recognize that the Media Specialist is a resource.
- 6. **Demonstrate responsible computer and Internet use.**
  - A. Demonstrate positive social and ethical behaviors when using technology.
  - B. Understand and follow the school's Acceptable Use Policy.
  - C. Understand and follow copyright policies.
- 7. **Possess techniques and strategies for effective use of media.**
  - A. Demonstrate and develop techniques and strategies to access information.
  - B. Demonstrate and develop techniques and strategies for producing information.

### **Technology Skills**

- 8. **Demonstrate the proper and safe use of hardware and software.**
  - A. Log on and off network.
  - B. Choose the appropriate printer and follow appropriate protocols.
  - C. Use an iPad.
  - D. Use a digital camera to capture, create, and modify visual images.
  - E. Open and use computer applications.
- 9. **Understand basic computer operations.**
  - A. Communicate with basic computer terminology.
  - B. Use grade-appropriate checklist to determine if a computer is not functioning properly.
  - C. Operate menu-driven software.
  - D. Follow on-screen directions.
- 10. **Demonstrate proper use of the keyboard.**
  - A. Demonstrate proper posture and placement of hands on keyboard (Touch type, for example).
  - B. Demonstrate keyboard skills at an appropriate speed and accuracy.
  - C. Use Mavis Beacon or Type-To-Learn to type 25 words-per-minute (wpm).
- 11. **Utilize multimedia authoring and presentation tools.**
  - A. Create projects with Paint/Draw tools.
  - B. Create presentations (such as PowerPoint slideshows, podcasts, video).
  - C. Import/export and manipulate simple graphic, video, and/or sound objects.
- 12. **Utilize a word processing program.**
  - A. Write, proofread, edit, and/or revise documents.
  - B. Access spellcheck and thesaurus as an editing tool.

- C. Open, save, and print documents.
- D. Manipulate text and graphics.

**13. Access and utilize the Internet.**

- A. Access and use a web browser.
- B. Enter URLs and access online databases.
- C. Locate basic Internet and web browser tools (search fields, address bar, link, button bar).
- D. Utilize and compare search engines.
- E. Communicate using blogs and wikis.

**14. Create and manipulate a simple spreadsheet.**

- A. Enter data into and format cells.
- B. Create graphs/charts (axis, scale, legend/key, intervals).

**15. Create and manipulate a simple database.**

- A. Construct a database (field, records, layouts).
- B. Manipulate data.

**16. Create a variety of projects using multiple technologies in production.**

- A. Produce a quality written, audio, and/or visual document using multiple technologies (such as computers, camcorders, VCRs, audio, cassettes, and printers).
- B. Produce and conduct a presentation using multiple technology (such as computers, camcorders, projector, iPad).

**17. Follow Internet Safety Rules.**