



First Grade Technology Standards

- Able to use the keyboard effectively. This includes, but not limited to:
 - Recognize and type in all letters, numbers, and basic punctuation; typing in his/her first and last name.
 - Recognize and use the space bar and shift keys.
 - Able to use the left, right, up, and down arrow keys.
 - Able to type in sentences in a document.
- Able to maneuver the mouse proficiently. This includes, but not limited to:
 - Understand the usage of the left mouse button; understand the difference between single and double clicking.
 - Understand how to drag objects from point A to point B on the screen using the mouse.
- Able to use some software applications, with supervision, including:
 - Some features in Microsoft Word (including WordArt, ClipArt, Text Box, page border),
 - Microsoft Paint,
 - and Educational software games geared for first grade level
- Able to login/log off the computer.
 - All first grade students will use his/her first name and first initial of last name for a login account.
 - Students will be able to perform the *ctrl->alt->delete* sequence to obtain the initial login window.
 - Students will be able to perform the steps to obtain the log-off window (*green-bar->orange key->logoff box*).
- Able to turn on the computer.
- Able to understand some features of the computer environment. This includes, but not limited to:
 - Introduce what is “My Documents” folder and how to create a “My Documents” shortcut on desktop.
 - Recognize icons on the desktop.
 - Change background display.
 - Able to save and print files.
 - Introduce the main taskbar in XP