



Second 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
 - Introducing what the “Home Keys” are on the keyboard
 - 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/paragraphs 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:
 - Several features in Microsoft Word (including WordArt, ClipArt, Text Box, page border, cut & paste)
 - Microsoft Paint
 - Educational software games geared for second grade level
- Able to login/log off the computer.
 - All second grade students will use his/her first name_last name for a login account. Know how to enter a password for his/her login.
 - 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:
 - Understanding what is “My Documents” folder
 - Understand how to create a “new” folder within “My Documents”
 - Recognize and create icons on the desktop.
 - Change background display
 - Able to save and print files.

- Introduce the main taskbar in XP (continue from 1st grade)