



## Third 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
  - Introduce the “Home Keys” terminology
  - 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, numbered list, text position)
  - Microsoft Paint
  - Introduce Microsoft Excel
  - Educational software games geared for third grade level
- Able to login/log off the computer.
  - All third 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 and off the computer.
- Introduce the main parts of the computer
  - Input and Output devices
  - What’s inside a computer
- Able to understand some features of the computer environment. This includes, but not limited to:
  - Understand 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 additional menu options on the main taskbar in XP