



Fourth 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
 - Understand the “Home Keys”
 - 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 function between the right and left mouse buttons; 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, including:
 - Features of Microsoft Word (including WordArt, ClipArt, Text Box, page border, cut & paste, numbered list, text position, tables)
 - Microsoft Paint
 - Some features of Microsoft Excel
 - Educational software games geared for fourth grade level
- Able to login/log off the computer.
 - All fourth 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 what’s in “My Computer”
 - Shared Documents
 - My Documents
 - Local drive
 - Floppy drive (for saving files); Understand how to format
 - CD-ROM
- 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 “new” folder and files within “My Documents”
- Recognize and create icons on the desktop.
- Change background display and mouse pointer
- Setup screensaver; understand how to password protect login
- Able to save files to local drive and to backup floppy disk
- Able to print files
- Able to maneuver through the task bar in XP effectively
- Introduce the Internet
 - Introduce different search engines
 - Understands how to conduct a search
 - Able to download pictures, with assistance, and save to local disk
 - Understands Internet security