



Sixth 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
 - Features of Microsoft Excel (including cell address, formatting, fill, understanding the terminology)
 - Features of PowerPoint (including tool bars, animation, understanding the terminology, presentation skills)
 - Introduce Front Page for creating a web page
 - Educational software games geared for sixth grade level
- Able to login/log off the computer.
 - All sixth 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.
- Understands 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
- Understands the Internet
 - Familiar with different search engines
 - Understands how to conduct a search
 - Able to download pictures, and save to local disk when legal to do so
 - Able to cut and paste from Internet sources when legal to do so
 - Understands internet security