

# Technology Skills by Grade

## Grade 1

### I. Basic Operations and Concepts

- 10 Use shift key.
- 11 Use vertical and horizontal scroll bars.
- 12 Use save, print and menu options.

### II. Social, Ethical, Human Issues, Safety

- 05 Recognize another person's right to privacy.
- \*\*\* Sign and discuss the Acceptable Use Policy.
- \*\*\* Participate in an Internet Safety program (iSafe).

### III. Technology Productivity Tools

- A. Word Processing/Desktop Publishing
  - 04 Recognizes a word processing document.
  - 05 Distinguishes between upper and lower case letters.
  - 06 Use punctuation marks.
  - 07 Use one space after punctuation.
  - 08 Use capital letters correctly.
  - 09 Insert graphics and clip art.
  - 10 Insert graphics from a file.
- B. Database
- C. Spreadsheet
- D. Use content appropriate software.
- E. Use grade appropriate drawing tools.
- F. Use alternate technologies to reinforce content curriculum. (ie geoSafari, Leap Frog, Leapster)

### IV. Technology Communication Tools

- 02 Write and illustrate stories.
- 03 Slide show software to present ideas. (Templates may be used.)

### V. Technology Research Tools

- A. Internet use/ information retrieval
  - 01 Recognize a web browser.
  - 02 Relate web pages to URL.
  - 03 Recognize the school home page.
  - 04 Open a web browser and use the Home, Back, Forward and Print features.
  - 05 Use links to go to a web page.
  - 06 Use web page to practice content skills.
- B. Research Skills
  - 01 Use the automated catalog to select library materials.

### VI. Technology Problem-Solving and Decision-Making Tools

- \*\*\*Use grade appropriate problem-solving software.
- \*\*\* Use grade appropriate videos for decision making.
- \*\*\* Use content appropriate electronic tools.
- \*\*\* Integrate productivity tools for problem-solving.