

# Technology Skills by Grade

## Grade 2

### I. Basic Operations and Concepts

- 13 Introduce home row keys
- 14 Use two hands while typing or adaptation for special needs students.
- 15 Use maximize and minimize.

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

- 06 Recognize that one must have permission to copy another person's work.
- \*\*\* Signs and discusses the Acceptable Use Policy.
- \*\*\* Participate in an Internet Safety program (iSafe).

### III. Technology Productivity Tools

- A. Word Processing/Desktop Publishing
  - 11 Use word wrap.
  - 12 Use editing skills.
  - 13 Use enter key.
- B. Database
- C. Spreadsheet
  - 01 Identify the purpose of a spreadsheet.
  - 02 Create a pie, bar, and line chart.
- D. Use content appropriate software.
- E. Use grade appropriate drawing tools.
- F. Use alternate technologies to reinforce content curriculum.

### IV. Technology Communication Tools

### V. Technology Research Tools

- A. Internet use/ information retrieval
  - 07 Understand the function of a home page on the web.
- B. Research Skills

### 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.