

Technology Skills by Grade

Grade 3

I. Basic Operations and Concepts

- 16 Introduce proper finger/key placement.
- 17 Keyboard with a speed of 10 words per minute with 75% accuracy.
- 18 Use shift key to access symbol keys.

II. Social, Ethical, Human Issues, Safety

- 07 Recognize the necessity of citing sources.
- 08 Understand term: copyright.
- *** Sign and discuss the Acceptable Use Policy.
- *** Participate in an Internet Safety program (iSafe).

III. Technology Productivity Tools

A. Word Processing/Desktop Publishing

- 14 Adjust font, style, (bold, underline, italics), size of text, color.
- 15 Justify text.
- 16 Spell checks.
- 17 Use tab key.
- 18 Use quotation marks.
- 19 Use print preview, zoom, etc.
- 20 Print specific pages of a multi-page document.
- 21 Copy and paste; cut and paste.
- 22 Delete words in a document.
- 23 Use paragraph formatting (spacing).

B. Database

- 01 Recognize a database document.
- 02 Use terms “field” and “record”.
- 03 Enter data on a template.
- 04 Identify the purpose of a database.
- 05 Use layout menu to view sample data in different ways: browse mode, list mode.
- 06 Use find mode to search for specific information.
- 07 Use status panel to determine the number of found records.
- 08 Show all records.
- 09 Add a new record.
- 10 Delete records.

C. Spreadsheet

- 03 Create an original spreadsheet.
- 04 Save, print, and retrieve spreadsheet documents.

D. Use content appropriate software.

E. Use grade appropriate drawing tools.

F. Use alternate technologies to reinforce content curriculum

G. Use graphic organizer software. (ie Kidspiration, Inspiration)

IV. Technology Communication Tools

- 04 Use basic digital photography.

V. Technology Research Tools

A. Internet use/information retrieval

- 08 Enter a URL to find specific information.
- 09 Use WebQuests to retrieve information.
- 10 Use scavenger hunts to retrieve information.

Technology Skills by Grade

- 11 Recognize and use links to find specific information.
- 12 Use online encyclopedia and dictionary with keyword search.)
- 13 Search for images and download

B. Reference Software

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.
- *** Use productivity tools for problem-solving.