

# Technology Skills by Grade

## Grade 5

### I. Basic Operations and Concepts

22 Keyboard with a speed of 15 words per minute with 75% accuracy.

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

12 Understand terms: virus, virus protection, piracy and security.

\*\*\* Sign and discuss the Acceptable Use Policy.

\*\*\* Participate in an Internet Safety program (iSafe).

### III. Technology Productivity Tools

#### A. Word Processing/ Desktop Publishing

25 Use find/replace.

26 Use thesaurus.

27 Create a table.

28 Use intermediate formatting: create borders, adjust margins, change page orientation, insert text boxes, word art, drawing tools.

#### B. Database

16 Create a report.

17 View data in multiple layouts.

18 Print database documents.

#### C. Spreadsheet

08 Use sort.

09 Use functions: sum and average.

10 Format cell attributes: (font, size, color, alignment, number, style, row height and column width, borders)

#### D. Use content appropriate software.

#### E. Use grade appropriate drawing tools.

#### F. Use alternate technologies to reinforce content curriculum.

03 Use multimedia projector.

### IV. Technology Communication Tools

07 Create a multimedia presentation with transitions, animation, and audio.

08 Understand and use appropriate Internet etiquette (netiquette).

### V. Technology Research Tools

#### A. Internet use/information retrieval

18 Use multiple search engines to research a variety of topics.

#### B. Research Skills

\*\*\*Use grade appropriate reference software.

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

06 Evaluate accuracy of information on web sites.

\*\*\*Use grade appropriate problem-solving software.

\*\*\* Use grade appropriate videos for decision-making.

\*\*\* Use content appropriate electronic tools.

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