

Technology Skills by Grade

Grade 6

I. Basic Operations and Concepts

- 23 Keyboard with a speed of 20 words per minute with 75% accuracy.
- 24 Multitasking by using several active files.
- 25 Apply strategies for troubleshooting hardware and software problems.

II. Social, Ethical, Human Issues, Safety

- ***Sign and discuss the Acceptable Use Policy.
- ***Participate in an Internet Safety program (iSafe).

III. Technology Productivity Tools

- A. Word Processing/Desktop Publishing
 - 29 Insert headers and footers.
 - 30 Use advanced formatting to edit menus, to insert date, time and page number.
 - 31 Insert/adjust columns, page and section breaks.
 - 32 Incorporate spreadsheet into word processing document.
 - 33 Save document in alternate format.
 - 34 Create a two-sided, three-column brochure.
- B. Database
 - 19 Use field types: date, number, calculation, summary, multimedia.
 - 20 Add/edit fields to an existing database.
- C. Spreadsheet
 - 11 Insert/delete cells, rows, columns.
 - 12 Use functions (MIN, MAX, DATE, RAND, ROUND, COUNT.)
 - 13 Use fill commands (down, right, special.)
- D. Use content appropriate software.
- E. Use grade appropriate drawing tools.
- F. Use alternate technologies to reinforce content curriculum.

IV. Technology Communication Tools

- 09 Create web pages for publication on the intranet/Internet.

V. Technology Research Tools

- A. Internet use/information retrieval
- B. Research Skills
- ***Use grade appropriate 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.