

# Technology Skills by Grade

## Kindergarten

### I. Basic Operations and Concepts

- 01 Identify computer hardware: monitor, keyboard, mouse, disk drive, CD drive, printer.
- 02 Distinguish between hardware and software.
- 03 Log on, log off
- 04 Use proper posture.
- 05 Use spacebar, enter , backspace, caps lock and arrow keys.
- 06 Use letter and number keys.
- 07 Open, use and quit applications.
- 08 Select an option from a menu.
- 09 Navigate inside a graphical user interface (gui) e.g., Windows, MAC OS

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

- 01 Recognize ownership of own work.
- 02 Recognize ownership of other people's work.
- 03 Sign and discuss the Acceptable Use Policy.
- 04 Participate in an Internet Safety program (iSafe).

### III. Technology Productivity Tools

- A. Word Processing/Desktop Publishing
  - 01 Enter text.
  - 02 Use one space between words.
  - 03 Place cursor for editing purposes.
- B. Database
- C. Spreadsheet
- D. Use content appropriate software.
  - 01 Use content appropriate software.
  - 02 Use content appropriate Internet sites.
- E. Use grade appropriate drawing tools.
  - 01 Use grade appropriate drawing tools.
- F. Use alternate technologies to reinforce content curriculum.
  - 01 Use alternate technologies to reinforce content curriculum.

### IV. Technology Communication Tools

- 01 Illustrate ideas using software, e.g., counting books, picture books, alphabet books, etc.

### V. Technology Research Tools

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

- 01 Use grade appropriate problem-solving software.
- 02 Use grade appropriate videos for decision making.
- 03 Use content appropriate electronic tools.
- 04 Integrate productivity tools for problem-solving.