

 **Computer Technology - Mrs. Piñera**  
**2nd -3rd Grade Skills Checklist - Annual Goals**

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|  | I know and can follow the computer lab rules.                                      |
|  | I can recite one of the computer lab rules.  |
|  | I know how to take care of the computer.   |
|  | I know that I must observe the Internet safety rules when working on the Internet. |
|  | I know how to boot up the computer and how to shut down the computer properly.     |
|  | I can define input and output devices.   |
|  | I can list 3 examples of input devices and explain their functions.                |
|  | I can list 3 examples of output devices and explain their functions.               |
|  | I can identify and open folders and files.   |
|  | I know how to create, name, save, print, open, and close files.                    |
|  | I can name at least 3 different locations that I can save folders and files.       |
|  | I can identify the desktop.  |
|  | I can identify the task bar.   |
|  | I can open files and programs from desktop icons.                                  |
|  | I understand the concept of "computer programs."                                   |
|  | I know how to open and close (or start and exit) different computer programs.      |
|  | I can use menus to accomplish tasks.   |
|  | I can use toolbars to accomplish tasks.  |
|  | I know how to use the horizontal and vertical scroll bars to scroll in a window.   |
|  | I know how to use the Window Control buttons to:                                   |
|  | close  |
|  | maximize   |
|  | minimize   |
|  | restore  |
|  |  |
|  | I can open the Internet.   |
|  | I can close the Internet by clicking the Close button.                             |
|  | I can navigate the Internet by clicking on hyperlinks and by scrolling.            |
|  | I know the difference between a web page and a website.                            |
|  | I can perform searches on the Internet using keywords.                             |
|  | I know what a search engine is.  |
|  | I know what a web browser is.  |
|  | I know that a URL is a web address.  |
|  | I can enter a simple URL in the address bar.                                       |
|  | I can identify the three parts of a URL address.                                   |
|  | I know how to identify types of websites by looking at these extensions.           |
|  | .edu   |
|  | .org   |
|  | .com   |
|  | .gov   |
|  | I know the meaning of copyright.   |
|  | I know the meaning of fair use.  |
|  | I can explain how copyright and fair use are related to my school work.            |
|  | I know that it is very important to respect other people's work.                   |
|  | I know the term for "other people's work".   |
|  | I know that I must cite any online sources that I use in my work.                  |
|  |  |
|  | I can copy and paste graphics from the Internet to a word processing document.     |

- I can copy and paste graphics from a drawing program to a word processing doc.
- I can insert a saved image file into a word processing document.
- I can move an image in a word processing document.
- I can resize an image in a word processing document.
- I can center an image in a word processing document.
- I can scan a piece of art and save it to my computer.
- I can write information in my own words.
- I can save my files to a specified location (like My Documents).
- I can name my files correctly.
- I can preview before I print.
- I can print my work.

- I can use correct posture at a keyboard.
- I can hold my hands in home position.
- I can make the correct finger reaches to the upper row and return to home position.
- I can make the correct finger reaches to the lower row and return to home position.
- I can make the correct finger reaches to the number row and return to home position.
- I am making progress in speed and accuracy.
- I can name a word processing program.
- I can use a word processing program to enter 2 to 3 paragraphs.
- I can proofread and correct my errors in word processing.
- I can highlight letters, words, and phrases in word processing.
- I can use a word processing program to express my ideas.
- I can use the print preview tool before printing.

- I can create slide shows.
- I can add slides.
- I can add text to slides.
- I can add images to slides.
- I can add word art to slides.
- I can add clip art to slides.
- I can resize pictures on slides.
- I can move pictures on slides.
- I can change the background on slides.
- I can evaluate slide shows from point of view of audience.
- I can design slides, considering color, contrast, font size, and white space.

- I can work together with classmates on computer work.
- I can communicate using technology.
- I can evaluate my work.

- I can represent data using visual maps.
- I can represent data using graphics.

- I can review knowledge I learned during the year.
- I can review skills I learned during the year.
- I can organize my knowledge of technology.
- I can review and evaluate my own work.
- I can participate in review activities