

 **Computer Technology - Mrs. Piñera**
4th - 5th Grade Skills Checklist - Annual Goals



- I know and can follow the computer lab rules.
- I can recite one of the computer lab rules.
- I know that I must observe the safety rules when working on the Internet.
- I can name an Internet safety rule.
- I can explain how files and folders are organized on a computer.
- I know the difference between a file and a folder.
- I can select appropriate software for a task.
- I can explain the term cyber bully and I know what to do about if I am bullied online.
- I know what a social network is and I know the dangers of a social network.
- I know how to be a good digital citizen.



- I can perform keyword searches using search engines.
- I can perform advanced keyword searches to find information on the Internet.
- I know what a web browser is.
- I know what a search engine is.
- I know how to determine the success of my searches.
- I know there is some personal information that I should keep private.
- I know that some websites may give out my personal information.
- I know that not everything on the Internet is correct and/or true.
- I understand that words, graphics, music, and videos belong to the people who created them.
- I understand the meaning of the word "copyright".
- I understand the meaning of the phrase "fair use".
- 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 should ask for permission before using someone else's work.
- I know there are different file formats.



- I can create and modify presentations
- I can use sound in presentations.
- I can use animations in presentations.
- I can use narration in presentations.
- I can edit video or sound.
- I can create an animation.
- I can cite my sources for video, animation, and sound.
- I can save my files to a specified location (like My Documents).
- I can preview my work before I print.
- I can name my files correctly.
- I can print my work.
- I can use a computer to make a presentation to my class.



Keyboarding

- 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 home row and return fingers to home position.
- I can make the correct finger reaches to the upper row and return fingers to home position.
- I can make the correct finger reaches to the lower row and return fingers to home position.

- I can make the correct finger reaches to the number row and return fingers to home position.
- I am making progress in speed and accuracy.

Word Processing

- I can name a word processing program.
- I can use a word processing program to create a 1 page double-spaced report.
- I can proofread and correct my errors in word processing.
- I can edit word processing documents.
- I can use the spell-check tool.
- I can highlight letters, words, and phrases in word processing.
- I can change font styles, sizes, and colors.
- I can make my words be bold, italic, and underlined.
- I can use a word processing program to express my ideas.
- I can use the print preview tool before printing.

Desktop Publishing

- I can create a desktop publishing document, such as a flyer or newsletter.
- I can create a slide show.
- 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 add transitions to enhance a slide show.
- I can add animation effects to a slide show.
- 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 publish presentations.
- I can make an oral presentation for an audience using a digital presentation.
- I can use information researched on the Internet in slide shows.
- I can change the order of slides in a slide show.
- I can consider purpose when creating slide shows.
- I can use sound in presentations.

- I can use online tools to learn.
- I can create products with computers.
- I can work together with classmates on computer work.
- I can evaluate my work.
- I can participate in an online project or community.

- I can represent data using visual maps.
- I can represent data using graphics.
- I can draw conclusions using digital tools.
- I can make decisions using digital tools.
- I can explain my thinking when I am using digital tools to make decisions or solve problems.