

School District U46									
TECHNOLOGY SCOPE AND SEQUENCE – ALL GRADES									
GENERAL COMPUTER OPERATION –Students are able to..									
	K	1	2	3	4	5	6	7	8
Login and logout independently	I	I	D	M	M	M	M	M	M
Move the mouse across the screen	M	M	M	M	M	M	M	M	M
Single-click (the mouse) on icons to launch program or activate object	M	M	M	M	M	M	M	M	M
Double-click (the mouse) on icons to launch program or activate object	M	M	M	M	M	M	M	M	M
Identify a computer, monitor, keyboard, mouse, and printer	M	M	M	M	M	M	M	M	M
Turn the computer on and off		I	D	M	M	M	M	M	M
DESKTOP/MOUSE SKILLS – Students are able to..									
Launch and exit a program	M	M	M	M	M	M	M	M	M
Open a file from within a program	I	D	M	M	M	M	M	M	M
Understand use of the scroll bars	I	D	M	M	M	M	M	M	M
Use the mouse to click and drag objects	M	M	M	M	M	M	M	M	M
Create, save, open, and print files	I	I	D	M	M	M	M	M	M
Use menu items, toolbar buttons, and keyboard shortcuts			I	D	D	M	M	M	M
Highlight text with the mouse			I	D	M	M	M	M	M
Understand and use the concept of multiple windows on the desktop				I	D	D	M	M	M
Manipulate active windows (maximize, minimize, close)			I	I	D	D	M	M	M
Use on-screen help to answer software questions				I	D	D	M	M	M
Save a file to a non-default location		I	D	M	M	M	M	M	M
Open a file from a non-default location		I	D	M	M	M	M	M	M
Understand network file structure						I	D	D	M
Print a document to a non-default printer			I	D	D	M	M	M	M
KEYBOARDING – Students are able to..									
Locate each letter on the keyboard	I	I	D	D	M	M	M	M	M
Demonstrate appropriate posture at the keyboard			I	I	D	D	D	D	M
Use proper finger position on the home row for both hands				I	I	D	D	D	M
Apply the home row concept when word processing				I	I	D	D	D	M
Accurately use numeric keypad						I	D	D	M
Type 10-15 wpm with 80-90% accuracy				I	D	M	M	M	M
Type 15-20 wpm with 80-90% accuracy				I	D	M	M	M	M
Type 20-25 wpm with 80-90% accuracy				I	D	D	M	M	M
Type 25-30 wpm with 80-90% accuracy				I	D	D	D	M	M
Type 30-35 wpm with 80-90% accuracy				I	D	D	D	D	M

Key:

I=Introduce F=Focus

M=Mastery

WORD PROCESSING – Students are able to..	K	1	2	3	4	5	6	7	8
Move the cursor in a document using the arrow keys or mouse			I	D	M	M	M	M	M
Enter and edit text in a document			I	D	M	M	M	M	M
Understand the purpose of a word processing program		I	D	M	M	M	M	M	M
Understand hyper links	I	D	M	M	M	M	M	M	M
Understand and use spell check			I	D	M	M	M	M	M
Understand and use formatting				I	D	M	M	M	M
Understand and use fonts			I	D	M	M	M	M	M
Understand and use copy/cut/paste			I	D	M	M	M	M	M
Understand and use templates			I	D	M	M	M	M	M
Understand and use header and footer					I	D	M	M	M
DataBase - students are able to understand and use..									
Fields							I	D	M
Mail Merge							I	D	M
Templates							I	D	M
Spreadsheets - students are able to understand and use..									
Rows				I	D	D	M	M	M
Columns				I	D	D	M	M	M
Cells				I	D	D	M	M	M
Graphing (i.g., bar, pie, line)				I	D	D	M	M	M
Formulas					I	I	D	D	M
Header and Footer					I	D	M	M	M
Internet Skills - students will be able to understand and use..									
Internet Browsers			I	D	M	M	M	M	M
URL's and URL entry			I	D	M	M	M	M	M
Search Engines			I	D	M	M	M	M	M
Ethical use of the Internet			I	D	D	D	M	M	M
Bookmarks			I	D	M	M	M	M	M
File Organization					I	D	D	M	M
History			I	D	M	M	M	M	M
How to print form the Internet	I	I	D	M	M	M	M	M	M
Create Web Pages					I	D	D	D	M
Web Page Navigation	I	D	M	M	M	M	M	M	M

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Photo Manipulation/Drawing - Students will be able to understand and use..									
Insert Photos and Text	I	I	D	D	M	M	M	M	M
Cropping			I	D	D	M	M	M	M
Re-sizing			I	D	D	M	M	M	M
Rotate			I	D	D	M	M	M	M
Fill	I	I	D	M	M	M	M	M	M
File Format				I	D	D	M	M	M
Tools	I	I	D	D	M	M	M	M	M
Color	I	I	D	M	M	M	M	M	M
Image Adjustment					I	I	D	D	M
Scanning			I	I	D	D	M	M	M
Multi-Media - Students will be able to understand and use..									
Presentations			I	D	D	D	M	M	M
Data Projectors				I	I	D	M	M	M
Audio				I	I	D	M	M	M
Alternative Displays (eg. Interactive boards/video cards)				I	I	D	D	D	M
Video: analog/digital				I	I	D	D	D	M

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