

Technology Skills: Grade 2

Name _____ Date _____

Shading indicates end-of-year target at this grade level

B = Beginning (Blue)

D = Developing or Demonstrates with teacher assistance (Yellow)

C = Consistently applies or applies independently (Green)

Students will exhibit the following skills...	Beginning	Developing	Consistent
Basic Computer Functions:			
1. Open and close applications and files			C
2. Scroll up and down			C
3. Log on and off			C
4. Use mouse to click and drag			C
5. Save files to Desktop/My Documents			C
6. Print a file		D	
7. Use tool bar icons		D	
8. Maximize and minimize a window		D	
9. Copy and paste between applications			
10. Use print and print preview functions			
11. Manage toolbars (turn on, off, view, locate, and rearrange)			
Application Usage/ Basic Network Functions:			
1. Choose applicable program (Word, Excel, etc.) with teacher direction		D	
2. Access files and applications from the server	B		
3. Save files to disk/server/network folder			
Ethical Behavior			
1. Follow teacher's computer directions and rules		D	
2. Use appropriate treatment of hardware		D	
3. Work cooperatively and collaboratively		D	
4. Understand the concept of plagiarism		D	
5. Cite sources of sites/photos used during research			
Research and Reference Tools			
1. Navigate a website using the homepage and back button		D	
2. Enter a URL			
3. Use a search engine			
4. Bookmark a site			
5. Use Internet, electronic card catalog, & other electronic resources to find information			

Word Processing:

1. Use document formatting such as font size and color	B		
2. Use spell check	B		
3. Highlight and delete text	B		
4. Organize ideas and graphics using tables			
5. Import graphics			
6. Use find functions			
7. Use paragraph formatting such as margins, page breaks and line spacing			
8. Use drawing tools			
9. Use bullet function to create an outline			

Spreadsheets and Databases:

1. Input data			
2. Graph and chart data			
3. Use cell formatting tools, such as decimals, dollar signs, and commas			
4. Insert and name multiple worksheets in a file			
5. Construct custom formulas, use built-in functions, and use fill to handle simple calculations			
6. Use sort functions			

Presentation Tools

1. Create text-based information			
2. Import graphics			
3. Create multimedia presentations with text and graphics			
4. Create multimedia presentations including the Internet			

Keyboarding (Typing):

1. Demonstrate keyboarding skills through instructional programs		D	
2. Type 15 wpm at 90% accuracy			

Other Technology Tools:

1. Use digital cameras and/or still images			
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