

Technology Skills: Grade 8

Name _____ Date _____

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

B = Beginning (Blue)

D = Developing or Demonstrates with teacher assistance (Yellow)

C = Consistently Applies/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			C
7. Use tool bar icons			C
8. Maximize and minimize a window			C
9. Copy and paste between applications			C
10. Use print and print preview functions			C
11. Manage toolbars (turn on, off, view, locate, and rearrange)			C
Application Usage/ Basic Network Functions:			
1. Choose applicable program (Word, Excel, etc.) with teacher direction			C
2. Access files and applications from the server			C
3. Save files to disk/server/network folder			C
Ethical Behavior			
1. Follow teacher's computer directions and rules			C
2. Use appropriate treatment of hardware			C
3. Work cooperatively and collaboratively			C
4. Understand the concept of plagiarism			C
5. Cite sources of sites/photos used during research			C
Research and Reference Tools			
1. Navigate a website using the homepage and back button			C
2. Enter a URL			C
3. Use a search engine			C
4. Bookmark a site			C
5. Use Internet, electronic card catalog, & other electronic resources to find information			C

Word Processing:

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

Spreadsheets and Databases:

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

Presentation Tools

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

Keyboarding (Typing):

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

Other Technology Tools:

1. Use digital cameras and/or still images			C
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