

Technology Skills Matrix

SUGGESTED technology skill levels upon exiting each grade level

B = Beginning (blue) **D = Developing/demonstrates with teacher assistance** (yellow)

C = Consistently Applied/applies independently (green)

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

Skills								
Word Processing:	K/1	2	3	4	5	6	7	8
1. Use character formatting such as font size and color		B	D	D	D	D	C	C
2. Use spell check		B	D	D	D	C	C	C
3. Highlight and delete text		B	D	C	C	C	C	C
4. Organize ideas and graphics using tables				B	D	D	D	C
5. Import graphics				B	D	D	D	C
6. Use find functions					B	D	D	C
7. Use paragraph formatting such as margins, page breaks, and line spacing					B	D	D	C
8. Use drawing tools					B	D	D	C
9. Use bullet function to create an outline					B	D	D	C
Spreadsheets and Databases:	K/1	2	3	4	5	6	7	8
1. Input data					B	D	D	C
2. Graph and chart data					B	D	D	C
3. Use cell formatting tools, such as decimals, dollar signs, & commas					B	D	D	C
4. Insert and name multiple worksheets in a file					B	D	D	C
5. Construct custom formulas, use built-in functions, and use fill to handle simple calculations					B	D	D	C
6. Use sort and report functions					B	D	D	C
Presentation Tools	K/1	2	3	4	5	6	7	8
1. Create text-based information				B	D	D	D	C
2. Import graphics				B	D	D	D	C
3. Create multimedia presentations with text and graphics				B	D	D	D	C
4. Create multimedia presentations including the Internet				B	D	D	D	C
Keyboarding (Typing):	K/1	2	3	4	5	6	7	8
1. Demonstrate keyboarding skills through instructional programs	B	D	D	D	D	D	C	C
2. Type 15 wpm at 90% accuracy						B	D	C
Other Technology Tools:	K/1	2	3	4	5	6	7	8
1. Use digital cameras and/or still images			B	D	D	D	C	C

