| 2nd Grade | 3rd Grade |
|---|---|
| **Review the previous grade level's expectations.** | |
| **KEYBOARDING SKILLS** | **KEYBOARDING** |
| 1 Introduction to correct finger placement by using the home row in Kid Keys. | 1 Use a typing program to develop accuracy and speed. |
| 2 Type three sentences using Microsoft Word. The sentences should have ending punctuation (period, question mark, or exclamation mark) and use the shift key for capital letters. | 2 Type a paragraph using spaces, the tab key, period, question mark, exclamation, and shift key to capitalize. |
| **FORMATTING** | **FORMATTING** |
| 3 Highlight text with a mouse to format text. | 3 Use the toolbar to edit by copying, cutting, and pasting text or clip art. |
| 4 Use the formatting toolbar to change font, font size, font style and alignment independently. | 4 Use spell check. |
| 5 Use page set up to change page orientation between landscape and portrait. | 5 Use "save as" to change document name or location. |
| 6 Introduce spell check and develop an awareness of what the different colored squiggles indicate. | 6 Use "save" and "save as" appropriately. |
| **MULTIMEDIA/APPLICATION** | **MULTIMEDIA/APPLICATION** |
| 7 Create a PowerPoint with a title page and at least 3 slides. Students should be able to insert clip art, format the background, and begin to use transitions. | 7 Independently create an electronic graphic organizer using Kidspiration. |
| 8 Insert clip art in Microsoft Word and format with support. | 8 Create a PowerPoint with transitions. |
| 9 Independently open and save a document with a proper file name, in the shared folder. | 9 Insert clip art to Microsoft Word or PowerPoint independently. |
| 10 Introduce the use of electronic graphic organizers (ex. Kidspiration). | 10 Use word art in Microsoft Word or PowerPoint. |
| **INTERNET** | 11 Manipulate images or photos in Microsoft Word and PowerPoint (ex. change the size, orientation, and/or alignment of images or photos). |
| 11 Introduce safety rules for Internet usage (ex. never to give out your name or personal information, and only visit teacher or parent approved websites). | **INTERNET** |
| 12 Navigate teacher-selected websites. | 12 Search the media center's electronic catalog (Follett) by title, keyword and author. (This standard will be met by the Media Specialist) |
| 13 Differentiate advertising from content on a web page. | 13 Introduce Internet research using kid safe directory search (ex. Yahooligans, Ask Jeeves, Kids Infobits, etc.). |
| **VOCABULARY** | 14 Access teacher-created websites. |
| 14 Use technology vocabulary: correct finger placement, home row, alignment, background, bullets, center text, drawing toolbar, format buttons, graphic, chart, home row, highlight, Kidspiration, graphic organizer, landscape page setup, portrait page setup, spell check, transitions. | **VOCABULARY** |
| | 15 Use technology vocabulary: copy, cut, paste, buttons, copyright, digital camera, hyperlinks, keyword search, save as, images, tab key, word art, electronic catalog, directory search. |