

**4th Grade**

**5th Grade**

Review the previous grade level's expectations.

| <b>KEYBOARDING</b>            |   | <b>KEYBOARDING</b>            |  |
|-------------------------------|---|-------------------------------|--|
| 1                             | Use a typing program to continue to develop accuracy and speed.   | 1                             | Use a typing program to further develop accuracy and speed.  |
| 2                             | Type a published piece of writing in Microsoft Word and format line spacing to double spaced.   | 2                             | Type a piece of published writing in Microsoft Word.   |
| <b>FORMATTING</b>             |   | 3                             | Introduce and use keyboard shortcuts (Control-C, Control-X, Control-V).  |
| 3                             | Format document by setting line spacing and tabs.   | <b>FORMATTING</b>             |  |
| 4                             | Format page border to documents using Microsoft Word, Excel or PowerPoint.  | 4                             | Continue to use the drawing toolbar to draw, insert and manipulate objects. (ex. grouping, sorting, send to back, send to the front).  |
| 5                             | Introduce drawing toolbar to draw simple shapes (ex. line, arrow, circle, etc).   | <b>MULTIMEDIA/APPLICATION</b> |  |
| 6                             | Use print preview and edit document, as needed to delete blank pages, and shrink text or images to fit the page.  | 5                             | Create PowerPoint presentation with custom animation and audio.  |
| <b>MULTIMEDIA/APPLICATION</b> |   | 6                             | Continue to use still images from a digital camera and manipulate these by increasing brightness, cropping, resizing, moving, and rotating images.   |
| 7                             | Create a sub-folder within a personal folder.   | 7                             | Use a variety of technology tools and applications to demonstrate his/her creativity by adding art, music, movie clips. (You might use Movie Maker or PowerPoint to meet this standard.)   |
| 8                             | Set up a simple spreadsheet and sort data in Microsoft Excel with teacher assistance.   | 8                             | Use Excel to enter, chart, and graph data.   |
| 9                             | Introduce multi-tasking (using two programs at one time).   | 9                             | Apply simple formulas to an Excel spreadsheet (ex. average, sum, etc.).  |
| 10                            | Add still images from a digital camera to a PowerPoint Presentation (might be used with the study of plants).   | 10                            | Save a file to more than one location (ex. to a shared folder and a flash drive).  |
| <b>INTERNET</b>               |   | 11                            | Multi-task independently (use two programs at one time).   |
| 11                            | Type URL of web address into the browser.   | <b>INTERNET</b>               |  |
| 12                            | Take information from the Internet and be able to put it into their own words.  | 12                            | Evaluate websites for content and credibility, with teacher assistance. (This standard will be met by the Media Specialist)  |
| 13                            | Create an awareness of the necessity to cite electronic sources.  | 13                            | Correctly cite online sources (encyclopedias, book source, and websites).  |
| 14                            | Begin evaluating websites for content and credibility with teacher assistance. (This standard will be met by the Media Specialist)  | 14                            | Use the Internet for research using kid safe directory search, news sources and MEL.org database.  |
| 15                            | Continue to use the Internet for research using kid safe directory searches (ex. Yahoo!igans, Ask Jeeves, Kids Infobits).   | 15                            | Use Internet searching strategies independently.   |
| 16                            | Introduce Internet searching strategies.  | <b>VOCABULARY</b>             |  |
| <b>VOCABULARY</b>             |   | 16                            | Use technology vocabulary: audio, animation, crop, customize, animation, flash drive, formulas, function, graph type, grouping, keyboard shortcuts, MEL database (mel.org), media resources, printing preferences, rename file, resize, rotate, sorting. |
| 17                            | Use technology vocabulary: border, cells, cite sources, column, content, directory search, evaluate, formatting, line spacing, margins, maximize, Microsoft Excel, minimize, multi-tasking, page break, rows, sort data, spreadsheet, table, text box, URL. |                               |  |