

Kindergarten

First Grade

Review the previous grade level's expectations

KEYBOARDING SKILLS		KEYBOARDING SKILLS	
1	Use Kid Keys to explore the keyboard and notice the location of letters and numbers.	1	Use Kid Keys to explore the keyboard with both hands.
2	Type name or word in Microsoft Word or Kid Pix.	2	Type a sentence using Microsoft Word or Kid Pix. Students should use a period and the shift key for capital letters.
3	Use spacebar, enter/return key, and backspace key.	FORMATTING	
MULTIMEDIA/APPLICATION		3	Introduce formatting toolbar by formatting text with changes in font and font size.
4	Use mouse to click, drag, and move items.	4	Introduce formatting toolbar to change style of text (ex. italics and boldface).
5	Start and close programs.	MULTIMEDIA/APPLICATION	
6	Select and use tools from Kid Pix.	5	Introduce adding clip art in Microsoft Word or Kid Pix.
7	View a teacher demonstration of a PowerPoint slideshow (to see PowerPoint as a way to share information).	6	Draw, paint, and write to create a product with Kid Pix.
8	Show respect for the equipment (learn importance of not touching screen, not eating/drinking while working at a computer, being gentle with the keyboard and mouse, etc).	7	Add words and insert clip art to a teacher created PowerPoint template.
VOCABULARY		8	Open and save a document in a shared folder with teacher assistance.
9	Use technology vocabulary: click, desktop, drag, enter/return key, Kid Keys, Kid Pix, keyboard, icon, menu, Microsoft Word, Microsoft PowerPoint, mouse, program, quit, spacebar, start, tools, monitor, printer, volume, "X-out"/exit/close program.	9	Print a document.
INTERNET			
		10	Visit teacher-selected Internet sites to view photos and diagrams that relate to the curriculum.
VOCABULARY			
		11	Use technology vocabulary: bold, clip art, cursor, document, insert, on-line, open/close, drop-down menu, exit, folder, font, graphic, internet, italics, printer, save, shift, text, toolbar, undo, website, shared I drive.