

Strand	K-1	2 – 3	4 – 5
Documents	Knowledge of Toolbar Spell Check Save As Printer Choices Alignment (Left/Center/Right) Quick Spell Check	Print Preview Word Art Shapes/Label Bullets/Numbering/Outline adjust font adjust line spacing cut/copy/paste adjust margins center/right align text	Find and Replace Text Box Hyperlinks Images/Word Wrap Thesaurus Keyboard Shortcuts (c, v, x, z/y, f, s, p) Bullets and numbering
Presentations		Add a slide Enter text and images in existing layouts change slide background start a presentation in full screen mode	Duplicate/Copy Slide Slide Transitions Outline/Sorter/Show views Adding New Text Box Backgrounds/Templates Insert Image
Spreadsheets		Enter data in cells Cell location (A4, C9, etc) Change color of cell background Change border	Copy/Paste Fill Down and Right Move between worksheets
Images/ Drawing	Can select and use drawing and painting tools Can use shape tools Can draw a picture using basic tools	Can change the size or shape of a graphic using the edge handles Can apply special effects such as rotate, stretch, shrink, etc. Can change a graphics pattern Can move and duplicate an object	Can export graphic to another program Can save as using different formats (.bmp, .jpg, .gif, .png) Can highlight a graphic using the lasso or frame/marquee tool Can apply filters (like blur, pixelate)
Audio		Can record and save voice	Special effects (reverb, echo) Mix together sounds
Video		Record using camera	Transfer video to computer Add titles
Information Literacy	View websites designed to teach literacy and numeracy (starfall)	Use custom search engines (google custom, NetTrekker) to perform searches	Search using open search engines (use advanced search features) Understand the need to attribute sources
E-Communication Web Publishing	Write a class email View a video call	Contribute to class blog post Interact with teacher moderated penpals	Comment on a class blog Make group video calls to another class

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Digital Citizenship	Understand online safety (keep personal info off web)	Understand online safety (keep personal info off web)	Understand that comments/photos can be taken out of context (shared beyond the intended audience) Understand that online communication lacks body language cues
Collaboration	Take turns using technology	Work in groups	Work in groups with other classes/schools
Creativity			Choose type of media to fulfill an assignment from a list of options
Problem Solving		Propose solutions to classroom problems	Propose solutions to school problems
Keyboard/ Mouse	Can choose a command from the menu bar using a mouse Can identify relative position of the keys on a keyboard Can identify and use letter and number keys	Can use caps and num lock, shift, ctrl, alt, command, and fn keys Can type 10-15 WPM	Can type 20-25 wpm
Computer Skills		Knows basic computer care rules	Can login to the network Can troubleshoot problems with peripherals (audio, mouse) Can force restart computer and force quit programs Can connect to wireless network Can organize files into folders
Computer Science		Utilizes Scratch to create drawing programs Utilizes Scratch to create a story	Uses Scratch to create interactive programs Uses Lego Mindstorms to program a robot Can compare and contrast, hardware, software, and OS