

Strand	6 – 8	9 – 10	11 – 12
Documents	Headers/footers (page numbers) Tables Columns Printing to PDF Page Break Insert Symbol World Character Shortcuts Format Painter Add tabs	Table of Contents Templates Advanced Font Options Track Changes File format options	Reinforce Tech Skills
Presentations	Animations Design and Presentation Principles Choosing Layouts Narration Insert Audio Insert Hyperlink	Printing Handouts/Notes Text Box Opacity Slide Import from Other Presentation Speaker notes	Reinforce Tech Skills
Spreadsheets	Chart (basic column, pie, line) Sort Sum and Average and Count Function Formatting Cells (number, decimal places) Fitting Text to Cells (wrapping vs. expanding) Cell Alignment (Horizontal/Vertical) Inserting Columns/Rows Column Width and Row Height	Connecting data from multiple worksheets Chart Options (advanced charts) Custom/Advanced Functions Fixed vs. Not Fixed Copy (\$) Freeze header rows	Reinforce Tech Skills
Images/ Drawing	Can use layered image editing Can move and copy objects between paint and draw layers Adjust transparency of objects/layers	Can use layer effects (drop shadow, image mask)	Reinforce Tech Skills
Audio	Fade/pan tracks Save as .mp3, .wav, and project file	Create a podcast feed Use loops	Reinforce
Video	Edit video clips and arrange in movie Storyboard video Add transitions Save as movie (.wmv) vs project file Upload video to web	Create a YouTube/Vimeo channel Edit sound track Use advanced video effects	Reinforce Tech Skills
Information Literacy	Download/subscribe to podcasts, youtube channels, blogs and other RSS feeds Compare information from wikis, blogs, and forums Use subscription databases Understand copyright vs public domain/commons and the concept of fair use	Understand primary vs secondary sources	Reinforce Tech Skills

Strand	6 – 8	9 – 10	11 – 12
E-Communication Web Publishing	Edit a group wiki/google doc Contribute to a class glossary/database Participate in class forum Use a school email (or personal email for school) Store/share files online Create a one page website/portfolio Write a personal blog Use text messaging in the classroom	Edit a global wiki Participate in a global forum Create multiple websites/portfolios for different audiences Moderate comments on a blog Use social media (twitter, facebook) in the classroom Make video calls	Reinforce Tech Skills
Digital Citizenship	Begin to establish digital reputation Search for their name Discuss cyberbullying	Monitor online communities and report bad citizenship	Reinforce Tech Skills
Collaboration	Work in groups with students from other states/countries Evaluate group performance	Decide group roles Work in multi-age/multi-location teams Work in teams with students fluent in other languages	Reinforce Tech Skills
Creativity	Choose type of media to fulfill an assignment	Choose topics of study	Reinforce
Problem Solving	Propose solutions to real world local problems	Propose solutions to global problems	Reinforce
Keyboard/ Mouse	Can type 30+ WPM		Reinforce Tech Skills
Computer Skills	Can burn CD/DVD Can use multiple OS's Can use multiple versions/brands of similar software Can troubleshoot problems with computer performance Can find a printer on the network		Reinforce Tech Skills
Computer Science	Designs a Scratch program to simulate a real world process or solve a real world problem Uses Javascript to program interactive an interactive webpage Understands the basic components of a computer (CPU, RAM, hard drive)	Can install an OS Can take apart and assemble a computer Can set up a LAN Can create a program with multiple functions using javascript, java, or C++	Reinforce Tech Skills