



## Technology Fourth Grade

### **1.0 Basic operations and concepts.**

- 1.1 Change text formats (font, size and center).
- 1.2 Conduct a spell check.
- 1.3 Save to a folder.
- 1.4 Demonstrate proper posture (sit up straight, feet on/toward floor, keyboard placement).
- 1.5 Demonstrate keying the alphabet and special keys by touch using the correct fingers.
- 1.6 Demonstrate keyboarding at 15 words per minute.
- 1.7 Demonstrate composing a document at keyboard.
- 1.8 Reset desktop to appropriate settings (launcher, quit programs).

### **2.0 Social, ethical, and human issues.**

- 2.1 Practice responsible use of equipment and software.
- 2.2 Demonstrate positive social and ethical behaviors when using technology.
- 2.3 Cite source(s) used in projects, following citation format.
- 2.4 Work cooperatively and collaboratively with peers and others when using technology.

### **3.0 Productivity tools.**

- 3.1 Create a word processing document that includes a graphic.

### **4.0 Communication tools.**

- 4.1 Communicate with others using electronic telecommunications, with support from teachers, student partners.

### **5.0 Research tools.**

- 5.1 Open an Internet site, given an address.
- 5.2 Use online resources to conduct an Internet search and maneuver within sites.
- 5.3 Use technology resources (online resources, CDROMs) to gather information.

## **6.0 Problem-solving and decision-making tools.**

6.1 Use technology resources (educational software, calculators) for problem solving, self-directed learning, and extended learning activities.