



Technology Sixth Grade

1.0 Basic operations and concepts.

- 1.1 Demonstrate proper posture, correct finger positions, and keyboarding skills.
- 1.2 Demonstrate keyboarding at 25 words per minute.
- 1.3 Demonstrate editing skills: word/sentence/indent/double spacing, formatting (font, styles, justification), spell checking.
- 1.4 Reset desktop to appropriate settings (quit programs).
- 1.5 Select specific printer.
- 1.6 Save to a specific folder (local or server).

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 Discuss basic issues related to responsible use of technology and information and the consequences of inappropriate use.

3.0 Productivity tools.

- 3.1 Create a word processing document that includes an inserted graphic (clipart library or gallery, CDs, web, scanner, camera).
- 3.2 Create a draw document.
- 3.3 Use a spreadsheet as a grid to display information (columns, rows).
- 3.4 Use technology tools (scanner, cameras, multimedia authoring, web tools) for writing, communication and publishing.
- 3.5 Create a slideshow, including background, text, graphics, and special effects complimentary to the content.

4.0 Communication tools.

- 4.1 Communicate with others using electronic telecommunications, with support from teachers, student partners.
- 4.2 Present a technology created project.

5.0 Research tools.

- 5.1 Use technology resources (online resources, CDROMs) to gather information.
- 5.2 Use effective searching strategies (Boolean, keyword and phrase).