



## Technology Eighth Grade

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

- 1.1 Demonstrate proper posture, correct finger positions, and keyboarding skills.
- 1.2 Demonstrate editing skills: word/sentence/indent/double spacing, formatting (font, styles, justification), spell checking.
- 1.3 Reset desktop to appropriate settings (quit programs).
- 1.4 Select specific printer.
- 1.5 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 Understand basic issues related to technology and information ethics and the consequences of inappropriate use.

### **3.0 Productivity tools.**

- 3.1 Create a document that includes graphics (CDs, web, scanner, camera) and/or charts/graphs.
- 3.2 Use a spreadsheet to organize data for a chart or graph.
- 3.3 Use a spreadsheet for formulas. (AVG, SUM)
- 3.4 Create a diagram/outline to organize information (i.e. concept map).
- 3.5 Use technology tools (scanner, cameras, multimedia authoring, web tools) for writing, communication and publishing.
- 3.6 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 Use online information resources to meet needs for research, publications, communication and productivity.

## **5.0 Research tools.**

5.1 Use technology resources (online data bases, resources, CD-ROMs) to gather information.

5.2 Use effective searching strategies (Boolean, keyword and phrase).

5.3 Evaluate electronic information sources for accuracy and relevancy.

## **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.