

	3	4	5
Foundations	<p>Use correct hand and body positions including keeping wrists off the keyboard and eyes on printed copy or monitor. Use smooth and rhythmic keystroke patterns including key by touch for bottom row and third row. Demonstrate speed on short timed exercises including 10 WPM. Use editing command key shortcuts including close, save, and select all. Use software features to evaluate work progress including spell and grammar check. Demonstrate the use of create, name, save and delete documents using menu options and commands with instructions. Demonstrate accessing remote equipment on a network including choosing another network printer. Use AUP for copyright regulations and modeling respect for other's electronic work including citations. Use appropriate technology terminology for spreadsheets including charts, graphs, formulas, data, cell, and sort. Use terminology for multimedia software including digital audio and digital video. Understand relevancy of technology including life-long learning for individuals of all ages. Use different file formats including .jpeg, .pic, and .tiff with teacher assistance. Use of a variety of input devices including scanners, digital cameras, and digital video cameras with teacher assistance. Use of software features to evaluate final product including zoom function, previews, and storyboard with teacher assistance. Use a variety of data types including graphics, digital audio, and video with teacher assistance. Use appropriate database software to express ideas and solve problems including a flat database with teacher assistance.</p>	<p>Proofread and correct errors in spreadsheet document. Reinforce use of AUP for copyright regulations and modeling respect for other's electronic work including citations. Reinforce the use of a variety of input devices including scanners, digital cameras, and digital video cameras with teacher assistance.</p>	<p>Use input devices including scanners and digital video cameras. Create, name, save and delete word processing documents using menu options and commands without instructions. Use different file formats including .jpeg, .pic, and .tiff. Use a variety of data types including graphics, digital audio, and video. Reinforce use of AUP for copyright regulations and modeling respect for other's electronic work including citations.</p>
Information Acquisition	<p>Apply appropriate electronic strategies in the acquisition of information including keyword and Boolean search strategies. Select appropriate strategies to navigate and access information for research and resource sharing including the Internet. Apply critical analysis to resolve information conflicts and validate information including source evaluation. Reinforce use of software features to evaluate work progress including help function.</p>	<p>Reinforce application of critical analysis to resolve information conflicts and validate information including source evaluation.</p>	<p>Reinforce selecting of appropriate strategies to navigate and access information for research and resource sharing including the Internet. Reinforce application of critical analysis to resolve information conflicts and validate information including source evaluation.</p>

	3	4	5
Solving Problems	<p>Use software as a way to express ideas and solve problems and work between more than one software application. Use software features to evaluate work progress including page setup. Use communication tools to participate in group projects including a detailed storyboard. Use interactive technology environments including simulations, electronic science and mathematics laboratories, virtual field trips and on-line lessons to manipulate information with teacher assistance. Participate with electronic communities as a learner, initiator, contributor, or mentor with teacher assistance. Use a variety of data types including text, graphics, digital audio, and video with teacher assistance.</p>	<p>Reinforce use of communication tools to participate in group projects including a detailed storyboard. Reinforce interactive technology environments including simulations, electronic laboratories, virtual field trips and on-line lessons with teacher assistance.</p>	<p>Use a variety of data types including text, graphics, digital audio, and video. Use software features to evaluate final product including zoom function, previews, storyboard. Use appropriate database software to express ideas and solve problems including a flat database. Reinforce use of interactive technology environments including simulations, electronic science or mathematics laboratories, virtual museum field trips, or on-line interactive lessons to manipulate information. Reinforce use of communication tools to participate in group projects including a detailed storyboard.</p>
Communication	<p>Use presentation software including audio and graphics to communicate to an audience. Publish information in a variety of media including printed copy, monitor display, Internet documents and video with teacher assistance. Communicate with specific audiences using multimedia devices and software. Select best products to be collected and stored including storing products in home folder with teacher assistance. Evaluate the product for relevance to the assignment or task including self evaluation rubrics with teacher assistance. Create technology assessment tools including rubrics, checklists, and timelines with teacher assistance to monitor progress of projects . Use graphics to ensure that products are appropriate for the defined audience and for the communication media including internet documents with teacher assistance.</p>	<p>Use spreadsheets as a way to develop charts and graphs including data input, resizing, variety of layouts, and use of appropriate charts and graphs by using data from multiple sources. Use basic calculations and formulas including averages and auto sum functions. Reinforce the selection of best products to be collected and stored including storing products in home folder with teacher assistance. Reinforce evaluating the product for relevance to the assignment or task including self evaluation rubrics with teacher assistance. Reinforce creating technology assessment tools including rubrics, checklists, and timelines with teacher assistance to monitor progress of projects .</p>	<p>Select best products to be collected and stored including storing products in home folder. Evaluate the product for relevance to the assignment or task including self evaluation rubrics. Create technology assessment tools including rubrics, checklists, and timelines to monitor progress of projects. Use graphics to ensure that products are appropriate for the defined audience and for the communication media including internet documents. Publish information including Internet documents and video. Reinforce use of spreadsheets as a way to develop charts and graphs including data input, resizing, variety of layouts, and use of appropriate charts and graphs by using data from multiple sources. Reinforce use of basic calculations and formulas including averages and auto sum formulas. Reinforce use of presentation software including audio and graphics to communicate to an audience. Reinforce publishing information in a variety of media including printed copy, monitor display, Internet documents and video. Reinforce communication with specific audiences using multimedia devices and software.</p>