

	4th	5th	6th	PA Standard	National Standard	
I. BASIC COMPUTER LITERACY SKILLS - Operations						
Use appropriate terminology to identify the major parts necessary to input and output data.	x	x	x	3.7.4.C.1	#1	
Identify basic computer parts (hardware,storage devices and peripheral devices) and their functions.	x	x	x			
Use basic computer terminology appropriately	x	x	x			
Identify meanings of terms such as workstation and local area network (LAN).		x	x			
Explain and demonstrate basic computer operations and concepts.	x	x	x	3.7.4.C.3,3.7.7.C.1 and 2	#1	
Demonstrate and explain basic computer care & handling of internal and external storage devices (disks, CDs, removable devices)	x	x	x			
Properly start-up and shutdown hardware and peripheral devices	x	x	x			
Log into and out of a workstation	x	x	x			
Log in and out of network	x	x	x			
Describe the function of advanced input and output devices (scanners, projectors)			x			
Identify various specialized computer applications used in the community by identifying the common uses.		x	x			
Apply operating system skills to perform basic computer tasks.	x	x	x	3.7.4.D.1	#1	
Use the mouse to scroll on a page	x	x	x			
Recognize & open icons (applications, files, folders)	x	x	x			
Open,close, move and resize windows on desktop	x	x	x			
Use "Find" command to locate files and folders		x	x			
Name/label (name) and organize/move files and folders in various storage locations		x	x			
Copy and delete files and folders		x	x			
Use command (open apple) keys		x	x			
Use "Help" feature	x	x	x			
Use Save and Save As commands	x	x	x			

Use Print Preview/Page Layout for no. of copies & page orientation	x	x	x			
Use various technological and multimedia resources (e.g. interactive books, educational software, elementary multimedia encyclopedias) for directed and independent learning.	x	x	x	3.7.4.D.4	#1	
Access software from workstation, network, and CD-ROM's	x	x	x			
Navigate instructional software	x	x	x			
Return to main menu from within an application	x	x	x			
Demonstrate and use of multimedia input/output devices such as scanners, digital video/ cameras, and projectors.	x	x	x	3.7.7.C.2	#1	
Use a multimedia device to create a graphic	x	x	x			
Save a graphic that was made using a multimedia device.	x	x	x			
KEYBOARDING SKILLS	x	x	x	3.7.7 C.3	#1	
Acquire basic keyboarding skills and techniques	x	x	x			
Demonstrate proper hand, finger and body position	x	x	x			
Identify right-hand and left-hand sides of the keyboard	x	x	x			
Apply touch keyboarding skills using the alphabetic keys	x	x	x			
Apply touch keyboarding skills using the numeric keys	x	x	x			
Use space bar, return, arrows, shift, number keys	x	x	x			
Employ typing techniques to improve speed and accuracy	x	x	x			
II. SOCIAL, ETHICAL AND HUMAN ISSUES						
Discuss basic issues related to responsible use of technology and information and describe consequences of inappropriate use.	x	x	x		#2	
Demonstrate positive social, responsible, and ethical behaviors when using technology as identified in the District's Acceptable Use Policy.	x	x	x		#2	
Work cooperatively and collaboratively with peers when using technology	x	x	x			
Understand and follow copyright laws			x			

III. USING TECHNOLOGY FOR PRODUCTIVITY - Applications						
Students will learn advanced basic word processing & desktop publishing skills .	x	x	x	3.7.4.D.2, 3.7.7.D.4. &5	#3	
Open new or existing word document	x	x	x			
Determine text layout: margins, columns, spacing,alignment			x			
Indent text, as needed		x	x			
Cut, copy, and paste text/Select, insert and delete text	x	x	x			
Use Edit Undo and Redo typing		x	x			
Insert clip art	x	x	x			
Capture an image from another source		x	x			
Insert page numbers and date format			x			
Insert and format tables			x			
Use page setup and change page orientation		x	x			
Use spell checker	x	x	x			
Use thesaurus		x	x			
Use SAVE AS to create new documents	x	x	x			
Students will apply basic word processing & desktop publishing skills to communicate knowledge products for audiences inside and outside the classroom.	x	x	X	3.7.4.D.2, 3.7.7.D.4& 5	#3	
Students will use graphics to illustrate computer generated documents or presentations.	x	x	x	3.7.4.D.3, 3.7.7.D.3,3.7. 7.D.6	#4	
Create an original graphic using a software application		x	x			
Save a graphic for future use		x	x			
Insert an original graphic into a document or presentation		x	x			
Select and insert graphics/images from other sources into a document or presentation	x	x	x			

Students will use spreadsheets to record and analyze data.	x	x	x	3.7.7.D.5	#3	
Launch and quit a spreadsheet application	x	x	x			
Enter data into rows and columns	x	x	x			
Identify cells and label columns and rows	x	x	x			
Insert/delete columns and rows		x	x			
Enter and use a simple formula to calculate data in spreadsheet	x	x	x			
Use a spreadsheet to solve problems	x	x	x	3.7.7.D.5	#3	
Students will use a database to record and analyze data.		x	x	3.7.7.D.5	#3	
Launch and quit a database application		x	x			
Search and sort data		x	x			
Use a database to solve problems			x	3.7.7.D.5	#3	
IV. USING TECHNOLOGY TO COMMUNICATE						
Students will learn intermediate multimedia presentation skills.	x	x	x	3.7.7.C.2, 3.7.7.D.3 & 6	#4	
Create a new slide in a multimedia software application using a selected theme or background.	x	x	x			
Select and insert text using tools available.	x	x	x			
Select and insert graphics, including those from devices such as cameras and scanners.	x	x	x			
Import audio from CDs, microphones or other multimedia devices		x	x			
Create animations for text and graphics using available tools.	x	x	x			
Move and delete slides	x	x	x			
Use transitions and timing		x	x			
Students will create a multimedia presentation using a multimedia software application to create knowledge products for audiences inside and outside the classroom.	x	x	x	3.7.4.D.3 and 3.7.7.D.2 & 3.7.7.C.2	#3, #4	
Use presentation or multimedia software application to create a presentation on a specific topic .	x	x	x			
Deliver presentation using projection device	x	x	x			
Gather information and communicate with others using email.	x	x	x	3.7.4.E.2,3.7. 4.E.2	#4	
Compose and send an email to share information or to gather information.	x	x	x			
Open and delete email .	x	x	x			
Open hyperlinks and attachments in received emails.		x	x			

V. USING TECHNOLOGY TO CONDUCT RESEARCH						
Use the electronic card catalog to locate material by conducting keyword and topic searches on local and network resources	x	x	x	3.7.4.E.3,3.7.7.E.3	#5	
Evaluate electronic resources for relevance	x	x	x			
Browse the Internet for relevant information	x	x	x			
Produce a research project incorporating information from electronic resources	x	x	x			
Cite electronic sources in a bibliography		x	x			
Identify the components of the world wide web.	x	x	x	3.7.7 E. 1	#4, #5	
Use the internet to locate information	x	x	x	3.7.4 E.1.&3, 3.7.7 E.3	#4 #5	
Launch the Internet Browser	x	x	x			
Enter a URL (Uniform Resource Locator)	x	x	x			
Use search engines	x	x	x			
Use an Internet toolbar to navigate	x	x	x			
Access Internet sites using pre-set Internet bookmarks	x	x	x			
Add an Internet bookmark to save a site for future reference	x	x	x			
VI. USING TECHNOLOGY TO SOLVE PROBLEMS						
Use technology resources (calculator, video, educational software,on-line resources) for problem solving.	x	x	x	3.7.7.D.1,3.7.7.E.3	#6	
Determine when technology is useful and select the appropriate technological resources to address a task.			x	3.7.4.D.4	#6	
Evaluate acquired information for validity and usefulness	x	x	x	3.7.7.D.2.	#6	