

'I' - Introduce; 'D' - Develop; 'M' - Master

Units of Study	Skill Set	Student Grade Level									
		K	1	2	3	4	5	6	7	8	9
Basic Use	Utilize/Understand Terminology For All Units of Study	I	D	D	D	D	D	D	D	D	M
	Start/Shut Down a Computer	I	D	M							
	Open/Quit an Application	I	D	M							
	Log onto the Network	I	D	M							
	Work With Windows, Icons, Menus	I	D	D	M						
	Ergonomically Correct Use of Hardware	I	D	D	M						
	Work Independently or in Pairs on Computers	I	D	D	M						
	Utilize Mouse & Input/Output Devices	I	D	D	M						
	Save Files in Folders	I	D	D	M						
	Recognize Parts of a Computer & Their Functions						I	D	M		
	Create Folders						I	D	M		
	Keyboarding	Utilize Proper Posture & Ergonomics	I	D	D	M					
Keyboard (Home Row, Shift Key, Space Bar)		I	D	D	M						
Keyboard (All Letters)					I	D	D	M			
Keyboard (All Numbers)							I	D	M		
Word Processing	Open, Close & Save Documents	I	D	M							
	Insert/Edit; Cut/Paste Text	I	D	D	D	M					
	Apply Basic Formats to Text	I	D	D	D	M					
	Utilize Spell Checker & Thesaurus					I	D	M			
	Customize the Toolbar								I	D	M
	Insert/Modify Graphics, Headers/Footers								I	D	M
	Utilize Ruler, Margins & Tabs, Tables								I	D	M
	Insert Columns & Page Breaks								I	D	M
	Merge Documents								I	D	M
Ethical Use	Understand & Follow Computer Lab Rules & Procedures	I	D	M							
	Understand & Follow Proper Copyright Rules						I	D	M		
	Understand & Follow the Acceptable Use Policy						I	D	M		
	Understand How to be Safe Online						I	D	D	M	
	Practise Proper 'Netiquette' Online						I	D	D	M	
Spreadsheets	Open, Close & Save Spreadsheets								I	D	M
	Create New Spreadsheet & Input Data into Cells								I	D	M
	Format Cells								I	D	M
	Create Simple Formulas								I	D	M
	Insert Headers & Footers								I	D	M
	Create Appropriate Charts & Graphs								I	D	M
	Label & Edit Charts & Graphs								I	D	M

		K	1	2	3	4	5	6	7	8	9	
Databases	Open, Close & Retrieve From a Database										I	
	Create New Database										I	
	Create Fields & Records										I	
	Enter and Format Data into Fields										I	
	Sort, Match, Find & Replace Data										I	
Email	Create & Maintain User Name & Password						I	D	M			
	Receive and Reply to Messages						I	D	M			
	Compose, Edit & Send Messages						I	D	M			
	Understand Proper Email Etiquete						I	D	M			
	Understand Parts of an Email Address						I	D	M			
	Understand the Nature of Viruses/Worms						I	D	M			
	Forward Mail & Sort Messages									I	D	M
	Attach, Receive and Open Attachments									I	D	M
	Maintain Email Accounts & Minimize Storage Requirements									I	D	M
Internet	Access Educationally Screened Websites	I	D	M								
	Retrieve Information From a Website	I	D	M								
	Launch an Internet Browser	I	D	M								
	Navigate by Clicking on Links	I	D	M								
	Utilize Browser Tools & Toolbar						I	D	M			
	Understand URL's & Add Bookmarks/Favorites						I	D	M			
	Perform Boolean Searches									I	D	M
	Search/Save Text or Images & Cite Sources Properly									I	D	M
	Evaluate Site & Information for Validity & Accuracy									I	D	M
Presentation	Open, Close & Save a Presentation	I	D	D	M							
	Use Presentation Software to Represent/Share Ideas	I	D	D	M							
	Develop Presentation Storyboards & Outlines	I	D	D	M							
	Apply Designs, Backgrounds & Transitions	I	D	M								
Web 2.0	Create a Wiki						I	D	M			
	Edit a Wiki						I	D	M			
	Understand How a Blog Works						I	D	M			
	Respond to and Express Thought in a Blog						I	D	M			
Web Page Design	Design a Web Site									I	D	M
	Open, Close, Edit & Save a Web Page									I	D	M
	Create a Set of Pages With Text & Graphics									I	D	M
	Apply Links Between Pages & to Outside Sites									I	D	M
	Apply Designs & Backgrounds									I	D	M