KINDERGARTEN

1. Know the 4 parts to our computers: monitor, CPU, keyboard and mouse.

2. Know where the "enter key" and the "space bar key" are on the keyboard.

3. Use the mouse with single-click commands.

4. Use the mouse to drag objects on the screen.

1st Graders

1. Know how to turn the computers on/off.

2. Know how to log onto the network using class codes.

3. Know how to start/stop Microsoft Windows.

4. Know how to start/stop a program using mouse single-click commands.

5. Begin to learn where the "letter keys" are on the keyboard & type in a sentence or paragraph.

2nd Graders

1. Use the mouse with double-click command.

2. Be able to type in a short story from classroom work.

3. Learn the location of the "delete" key and "backspace key" to edit their stories.

4. Enhance stories by changing font name, size and colors.

3rd Graders

1. Formal keyboarding begins with hands covered. Goal is to type 5 wpm with 75% accuracy.

2. Be able to start a word processor, name, save and retrieve files.

3. Add and delete letters, words and complete sentences from their work.

4. Run spell check.

5. Log onto the network with individual ID and password.

4th Graders

1. Continue keyboard training. Goal is to type 10 wpm with 80% accuracy.

2. Enhance documents by inserting word art and other graphic designs.

3. Identify common button bar functions.

4. Introduction to presentation software.

5. Introduction to the Internet with directed searches.

5ᵗʰ Graders

1. Continue keyboard training. Goal is to type 15 wpm with 85% accuracy.

2. Learn the cut, copy and paste functions.

3. Introduction to spreadsheets.

4. Internet training with independent searches.

5. Use a research CD-ROM.

6. Create a multi-page research paper with a designed cover page.