

SOUTH HUNTINGTON K-8 TECHNOLOGY SCOPE AND SEQUENCE

K-8 Technology Scope and Sequence	K	1	2	3	4	5	6	7	8
Key: I = Introduce, R= Reinforce, M = Master/Maintain									
→ Skill is reinforced through Grade 12									
Social, Ethical and Human Issues									
demonstrate appropriate behavior for technology use →	I	R	R	R	R	R	R	R	R
show respect when using all technology equipment →	I	R	R	R	R	R	R	R	R
understand consequences for misuse of technology in the classroom and society →	I	R	R	R	R	R	R	R	R
identify occupations related to computer use →	I	R	R	R	R	R	R	R	R
understand ways that computers are used in society →	I	R	R	R	R	R	R	R	R
discuss and demonstrate an understanding of plagiarism as well as its consequences →				I	R	R	R	R	R
apply the concept, and understand the consequences of plagiarism and copyright infringement →					I	R	R	R	R
appreciate technology's impact on research and development. →							I	R	R
recognize the ethical impact of technology on society. →							I	R	R
Computer Awareness									
develop a working vocabulary related to the field of technology →	I	R	R	R	R	R	R	R	R
name the basic parts of the computer	I	R	R	M	M	M	M	M	M
recognize the computer interface (desktops, icons, etc) →	I	R	R	R	R	R	R	R	R
identify the main keys on the keyboard		I	R	M	M	M	M	M	M
identify and use special function keys where applicable →						I	R	R	R
understand the components of basic operational hardware.								I	R
Computer Operational Skills									
turn on the computer	I	R	R	M	M	M	M	M	M
follow the proper procedures to shut down the computer	I	R	R	M	M	M	M	M	M
create a new document		I	R	R	M	M	M	M	M
close a document		I	R	R	M	M	M	M	M
name and save documents to the hard drive		I	R	R	M	M	M	M	M
name and save documents to a floppy		I	R	R	M	M	M	M	M
rename and save documents					I	R	R	R	M
open an existing document			I	R	R	M	M	M	M
understand cursor placement		I	R	R	M	M	M	M	M
use vertical and horizontal scroll function		I	R	M	M	M	M	M	M
use the mouse to point, click and drag	I	R	R	M	M	M	M	M	M
use the return key to enter a command	I	R	M	M	M	M	M	M	M
use the spacebar correctly	I	R	M	M	M	M	M	M	M
use the backspace key correctly	I	R	M	M	M	M	M	M	M
use shift key		I	R	M	M	M	M	M	M
print	I	R	R	M	M	M	M	M	M

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print specific pages, cancel a print operation and use the print preview feature				I	R	R	R	M	M
change print orientation from portrait to landscape					I	R	R	M	M
print in grayscale					I	R	R	M	M
launch a CD-ROM through a desktop icon	I	R	R	M	M	M	M	M	M
launch any program on the desktop icon		I	R	R	M	M	M	M	M
quit an application		I	R	M	M	M	M	M	M
understand and implement left and right hand positioning on the keyboard		I	R	R	R	R	R	R	R
use "help" features					I	R	R	R	R
create personal folders					I	R	R	R	M
use the right mouse button as a shortcut tool for basic operations.							I	R	R
minimize and maximize windows.							I	R	M
multitasking between programs.							I	R	R
Use of Peripherals									
load printer paper		I	R	M	M	M	M	M	M
basic use of the digital camera	I	R	R	M	M	M	M	M	M
basic use of a scanner							I	R	R
basic use of a graphing calculator									I
Computer Productivity Skills									
use drawing paint tools: select, erase, fill, magnifying glass, pencil, brush, airbrush, shapes, text tool, font, and color palette	I	R	R	M	M	M	M	M	M
type text into a word processing document	I	R	R	M	M	M	M	M	M
enter, highlight, delete, cut, copy and paste text		I	R	R	M	M	M	M	M
insert, highlight, delete, cut, copy and paste images		I	R	R	M	M	M	M	M
change font style, size, color, bold, italic and underline text		I	R	R	M	M	M	M	M
working knowledge of the basic toolbar features			I	R	R	M	M	M	M
appropriate use of spell check features			I	R	R	M	M	M	M
use word processing thesaurus					I	R	R	R	M
align text (right, center, left)			I	R	R	M	M	M	M
use tab key				I	R	M	M	M	M
use bullets and numbering features				I	R	M	M	M	M
use find and replace features				I	R	M	M	M	M
change line and paragraph spacing				I	R	M	M	M	M
insert page break						I	R	R	M
set indents.							I	R	R
set standard margins.							I	R	R
number pages.							I	R	R
perform word count.							I	R	R
use grammar check							I	R	R

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insert borders and shading						I	R	R	M
change the size or shape of an image using the edge handles		I	R	R	M	M	M	M	M
insert clip art			I	R	R	M	M	M	M
insert pictures from a floppy disk			I	R	R	M	M	M	M
insert and manipulate word art			I	R	R	M	M	M	M
create graphic organizers and concept maps	I	R	R	R	R	R	R	R	R
display collected data as pictures and graphs		I	R	R	R	R	R	R	R
create a basic PowerPoint slide			I	R	R	M	M	M	M
add custom animations to a PowerPoint slide				I	R	R	R	R	M
insert a sound file into a PowerPoint slide						I	R	R	R
recognize the differences between Excel and Word toolbars							I	R	M
understand basic Excel navigation (cells and sheets)							I	R	M
enter and delete data in a spreadsheet							I	R	R
format cells (justification, appearance width and height)							I	R	R
page set-up (page margins, centering horizontally, centering vertically, gridlines, orientation)							I	R	R
enter basic formulas (functions)							I	R	R
merge and center data							I	R	M
create a basic chart							I	R	R
sort data							I	R	R
Use of Communication Tools									
create written reports →			I	R	R	R	R	R	R
use collected data to create presentations →	I	R	R	R	R	R	R	R	R
present projects created with electronic productivity tools →			I	R	R	R	R	R	R
exchange E-mail with outside groups, classes and experts			I	R	R	R	R	R	R
Use of Research Tools and Skills									
access the Internet and use teacher-reviewed bookmarks and/or links		I	R	R	R	R	R	R	R
create, organize and delete bookmarks.							I	R	R
use electronic resources to research and gather information →			I	R	R	R	R	R	R
enter a web address to access a Web site				I	R	R	R	M	M
recognize and distinguish among educational, business, government and personal web address endings (.edu, .gov, .org)				I	R	R	R	M	M
evaluate and critique the quality and credibility of electronic information →						I	R	R	R
develop a working knowledge of different Internet search engines →				I	R	R	R	R	R
use appropriate key words to gather information from Internet search engines and Web sites →						I	R	R	R
copy and paste information from a Web page into a word document					I	R	R	R	M
identify and cite Internet references, CD ROMs and electronic data bases in a bibliography						I	R	R	R