2nd Grade Technology Objectives

Computer Fundamentals

1	Student becomes familiar with the components of a computer.
2	Student learns to properly care for a computer.
3	Student understands the basic concepts of data storage devices.
4	Student learns the technology symbols associated with specific functions.
5	Student understands the concept of being online.
6	Student gains familiarity with technology use policies.

Multimedia and Graphics

7	Student learns to use the mouse to drag, click, and select objects.
8	Student becomes familiar with a tool palette.
9	Student learns how to use the Eraser tool.
10	Student learns how to use the Pencil, Brush, Airbrush, and Line tools to draw lines and shapes.
11	Student learns how to use tools and colors to draw a picture.
12	Student learns to use the Fill tool to fill a shape with color.
13	Student learns how to use the Oval tool to draw circles and ovals.
14	Student learns how to use the Rectangle tool to draw squares and rectangles.

Keyboarding

15	Student learns proper posture for keyboarding.
16	Student learns to identify and use the Tab key.
17	Student learns to properly key the letters of the home row, upper row, lower row, and number row.
18	Student learns to properly key capital letters and symbols using the shift key.

Computer Navigation

19	Student understands the concept of a computer desktop and learns how to use it.
20	Student understands the concept of computer programs and learns to open and close them.
21	Student learns to use dialog boxes and options windows and common tools that are associated with them.
22	Student learns to use program help features such as mouse over text, toolbars, program menus, and online help.
23	Student learns to identify, open, navigate files and folders.
24	Student learns to create, name, save, print, and close files.
25	Student learns about intellectual property and ethical use of another's intellectual property.
26	Student learns about networks, including LANs and WANs.

Word Processing

27	Student learns how to open and exit a word processing program.
28	Student learns how to create a new document.
29	Student learns how to use the cursor.
30	Student learns how to open, close, save, and print a file.
31	Student learns how to select text.
32	Student learns how to change font size.
33	Student learns how to change font style by applying bold, italic, and underline formatting.

Visual Mapping

34	Student begins to understand visual mapping software as a way to group ideas.
35	Student identifies the basic components of visual mapping software.
36	Student learns to add clipart objects to the workspace and label them.
37	Student learns to use the link tool to link objects.
38	Student learns to change text, clipart, background, and arrow attributes.

Database

39	Student understands the concept of a database and why databases are useful.
40	Student begins to identify databases used in everyday life.
41	Student learns to perform simple searches in database software using the library card catalog.
42	Student learns to determine the successfulness of their search.

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Spreadsheet

43	Student learns to identify and name the components of a spreadsheet, including worksheet, cell, row, and column.
44	Student learns that a cell location name is based on the cell's row and column.
45	Student navigates through a spreadsheet.
46	Student places titles on columns.
47	Student practices entering data into a spreadsheet.

Web Browsing

48	Student learns to browse the World Wide Web by following links, using bookmarks, and using the back and forward buttons.
49	Student will develop a concept of community and apply it to the knowledge of the Internet.
50	Student will develop an understanding of the need to make responsible choices to ensure personal safety when using the Internet.