3rd Grade Technology Objectives

Computer Fundamentals

1	Student learns the technology symbols associated with specific functions.
2	Student learns the basic components of a scanner and/or digital camera and how it works.
3	Student understands the concept of being online.
4	Student gains familiarity with technology use policies.
5	Student understands the concept of audience and learns how to design a product for an audience.

Keyboarding

6	Student learns proper posture for keyboarding.
7	Student learns to identify and use touch keys, reach keys, home row keys, upper row keys, lower row keys, and number keys.
8	Student learns to type basic punctuation.
9	Student learns to type letters without looking at the keyboard.
10	Student learns to type numbers in combination with letters.
11	Student learns to type capital letters and symbols using the Shift key.

Computer Navigation

12	Student understands the concept of a computer desktop and learns how to use it.
13	Student understands the concept of computer programs and learns to open and close them.
14	Student learns to use dialog boxes and options windows and common tools that are associated with them.
15	Student learns to use program help features such as mouse over text, toolbars, program menus, and online help.
16	Student learns to identify software groups by function and select software according to its appropriateness to a task.
17	Student learns to identify, open, navigate files and folders.
18	Student learns to create, name, save, print, and close files.
19	Student learns about intellectual property and ethical use of another's intellectual property.
20	Student learns about networks, including LANs and WANs.

Word Processing

21	Student learns how to open and exit a word processing program.
22	Student learns how to create a new document.
23	Student learns how to use the cursor.
24	Student learns how to open, close, save, and print a file.
25	Student learns how to select text.
26	Student learns how to change font size.
27	Student learns how to change font style by applying bold, italic, and underline formatting.
28	Student understands the clipboard.
29	Student learns to use the cut, copy, and paste commands.
30	Student learns to use spell check and to identify spelling mistakes not found by a spell checker.

Visual Mapping

31	Student gains further understanding of visual mapping software as a way to organize ideas.
32	Student learns to replace and resize objects.
33	Student learns to use the create, erase, and writing tools and the undo command.
34	Student learns to use the link tool to link objects.

Presentation

35	Student learns that presentation software is used to make slideshows on a computer.
36	Student learns that presentations are made up of a series of slides that tell a story or present an idea.
37	Student learns how to navigate through a computer slideshow.
38	Student learns what items can be put on a slide, such as pictures, shapes, effects, and text.

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Database

36	Student understands the concept of a database and why databases are useful.
37	Student understands how databases are used.
38	Student gains familiarity with using a database to search for information by using the library card catalog.
39	Student understands how to tell if a search was successful, and how to determine the usefulness of the information found.

Spreadsheet

40	Student learns to identify and name the components of a spreadsheet, including worksheet, cell, row, and column.
41	Student learns that a cell location name is based on the cell's row and column.
42	Student navigates through a spreadsheet.
43	Student places titles on columns.
44	Student learns how to select and delete cells, rows, and columns.
45	Student learns how to insert and resize rows and columns.
46	Student practices entering data into a spreadsheet.

Web Browsing

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