

4th 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 learns the basic components of a scanner and/or digital camera and how it works.
6	Student understands the concept of being online.
7	Student gains familiarity with technology use policies.
8	Student understands the concept of audience and learns how to design a product for an audience.

Keyboarding

9	Student learns proper posture for keyboarding.
10	Student learns to identify touch keys, reach keys, home row, upper row, lower row, and number keys.
11	Student learns to type basic punctuation (without using the Shift key).
12	Student learns to type letters without looking at the keyboard.
13	Student learns to type capital letters and symbols using the Shift key.

Computer Navigation

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

Word Processing

24	Student learns to use spell check and to identify spelling mistakes not found by a spell checker.
25	Student learns to use the thesaurus and word count tool.
26	Student learns to insert page numbers, symbols, and pictures into a document.
27	Student learns to format text and paragraphs.
28	Student learns to format margins and page orientation.
29	Student considers document design and layout to ensure appropriateness for audience and media.
30	Student uses print preview to evaluate work progress and final product.

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.
35	Student learns to create various types of diagrams.

Presentation

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

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Database

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

E-Mail

45	Student learns the different parts of an email message.
46	Student understands the basics of email operation.
47	Student will develop an understanding of the concept that computers can become infected with viruses, and that one must use caution and seek help when opening email.
48	Student will understand netiquette and develop resources to cope with online bullying.

Spreadsheet

49	Student learns to identify and name the components of a spreadsheet, including worksheet, cell, row, and column.
50	Student learns that a cell location name is based on the cell's row and column.
51	Student navigates through a spreadsheet.
52	Student places titles on columns.
53	Student learns how to select and delete cells, rows, and columns.
54	Student learns how to merge cells.
55	Student learns how to format cells data, including number, date, and general formats.
56	Student learns how to add color and borders to a cell or group of cells.
57	Student learns how to perform cell alignment and indent content inside cells.
58	Student learns how to insert and resize rows and columns.
59	Student practices entering data into a spreadsheet.
60	Student learns how to use alphabetical and numerical sort functions.
61	Student learns to use a spreadsheet wizard to create a pie chart, bar graph, and line graph.
62	Student practices reading and interpreting data on a pie chart, bar graph, and line graph.

Web Browsing

63	Student learns to browse the World Wide Web by following links, using bookmarks, and using the back and forward buttons.
64	Student learns to perform keyword and category searches using search engines.
65	Student learns to determine the success of a search and the validity of the information found.
66	Student will develop a concept of community and apply it to the knowledge of the Internet.
67	Student will develop an understanding of the need to make responsible choices to ensure personal safety when using the Internet.
68	Student will develop an understanding of the concept of Intellectual Property and apply this understanding to their Internet use.