Technology Skills: Grade 4

Name _____ Date _____

Shading indicates end-of-year target at this grade level
B = Beginning (Blue)
D = Developing or Demonstrates with teacher assistance (Yellow)
C = Consistently Applies/applies independently (Green)

Students will exhibit the following skills…	Beginning	Developing	Consistent
Basic Computer Functions:			
1. Open and close applications and files			C
2. Scroll up and down			C
3. Log on and off			C
4. Use mouse to click and drag			C
5. Save files to Desktop/My Documents			C
6. Print a file			C
7. Use tool bar icons			C
8. Maximize and minimize a window			C
9. Copy and paste between applications		D	
10. Use print and print preview functions			
11. Manage toolbars (turn on, off, view, locate, and rearrange)			
Application Usage/ Basic Network Functions:			
1. Choose applicable program (Word, Excel, etc.) with teacher direction		D	
2. Access files and applications from the server		D	
3. Save files to disk/server/network folder	B		
Ethical Behavior			
1. Follow teacher's computer directions and rules			C
2. Use appropriate treatment of hardware			C
3. Work cooperatively and collaboratively			C
4. Understand the concept of plagiarism		D	
5. Cite sources of sites/photos used during research	B		
Research and Reference Tools			
1. Navigate a website using the homepage and back button			C
2. Enter a URL		D	
3. Use a search engine		D	
4. Bookmark a site		D	
5. Use Internet, electronic card catalog, & other electonic resources to find information		D	

Word Processing:			
1. Use document formatting such as font size and color		D	
2. Use spell check		D	
3. Highlight and delete text			C
4. Organize ideas and graphics using tables	B		
5. Import graphics	B		
6. Use find functions			
7. Use paragraph formatting such as margins, page breaks and line spacing			
8. Use drawing tools			
9. Use bullet function to create an outline			
Spreadsheets and Databases:			
1. Input data			
2. Graph and chart data			
3. Use cell formatting tools, such as decimals, dollar signs, and commas			
4. Insert and name multiple worksheets in a file			
5. Construct custom formulas, use built-in functions, and use fill to handle simple calculations			
6. Use sort functions			
Presentation Tools			
1. Create text-based information	B		
2. Import graphics	B		
3. Create multimedia presentations with text and graphics	B		
4. Create multimedia presentations including the Internet	B		
Keyboarding (Typing):			
1. Demonstrate keyboarding skills through instructional programs		D	
2. Type 15 wpm at 90% accuracy			
Other Technology Tools:			
1. Use digital cameras and/or still images		D	