

**Scope & Sequence**

Reviewed September, 2013

**Computers**

	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Grade 7	Grade 8
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**I. Use and understand basic computer related terms**

Cursor	1	2	3	4	5	6	7	8
Scroll/drag/click	1	2	3			6	7	8
Special keyboard keys: ESC, Shift, arrows, spacebar, backspace, delete key, enter key, alt key, ctrl key, etc.	1	2	3	4	5	6	7	8
Word processing	1	2	3	4	5	6	7	8
Hardware			3	4	5	6	7	8
Software			3	4	5	6	7	8
Menu (a drop-down list of options, at the top of the screen or in a window)	1	2	3	4	5	6	7	8
Web page				4	5	6	7	8
Edit				4	5	6	7	8
Internet				4	5	6	7	8
URL/web address (URL stands for Uniform Resource Locator, commonly called a web address)				4	5	6	7	8
Print	1	2				6	7	8
Electronic mail (e mail)						6	7	8
Copyright					5	6	7	8
Software piracy (illegally copying software without a license)					5	6	7	8
Text			3	4	5	6	7	8
Graphic (a digital image file)	1	2	3	4	5	6	7	8
File	1	2	3	4	5	6	7	8
Cyberspace (another term for the Internet)						6	7	8
Login	1	2	3			6	7	8
Copy (use menu or keyboard to copy text to the clipboard)								
Cut (use menu or keyboard to cut text to the clipboard)	1	2	3			6	7	8
Save and Save As	1	2	3			6	7	8
Document				4	5	6	7	8
Justification (aligns text to the left edge, right edge, or center point)						6	7	8
Open	1	2				6	7	8
User name						6	7	8
Spreadsheet								8
Password						6	7	8

**II. Identify basic computer hardware components**

Keyboard & mouse	1	2				6	7	8
Monitor or screen	1	2				6	7	8
Printer						6	7	8
File Server						6	7	8
Hard drive (the storage device, usually inside the computer, where most applications and files are stored)						6	7	8
Storage devices (i.e. thumb drive) and media						6	7	8
Network cables						6	7	8
Peripheral devices						6	7	8

**III. Demonstrate care and appropriate use of hardware**

Demonstrate appropriate care and use of hardware and peripherals	1	2	3	4	5	6	7	8
Demonstrate appropriate care and use of storage devices and media						6	7	8
Demonstrate appropriate care and use of CD ROM						6	7	8
Demonstrate ability to turn computer off/on independently	1	2	3	4	5	6	7	8
Understand safety and ergonomic issues						6	7	8

**DEMONSTRATE BASIC COMPUTER MANAGEMENT SKILLS**

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**IV. Basic Usage**

Demonstrate ability to access and exit software	1	2	3	4	5	6	7	8
Save files to appropriate location	1	2	3	4	5	6	7	8
Demonstrate ability to manage files (saving, retrieving)	1	2	3	4	5	6	7	8
Use multiple storage locations (desktop, documents folder, etc.)						6	7	8
Locate files in a directory						6	7	8
Log in using username/password	1	2	3	4	5	6	7	8
Demonstrate ability to organize files	1	2	3	4	5	6	7	8
Use web browser								
- Use navigational tools: back, forward, home, bookmarks, etc.	1	2				6	7	8
- Use pull-down menus	1	2				6	7	8
- Copy and enter a url/web address						6	7	8
- Use hyperlinks						6	7	8
- Transfer information/graphics from Internet to local computer, i.e. saving info to desktop or disk						6	7	8
Search								
- Search online reference resources				4	5	6	7	8
- Conduct keyword search				4	5	6	7	8

**V. Keyboarding**

Touch type								
4th grade 10 WPM				4				
5th grade 20 WPM					5			
6th grade 25 WPM						6		
7th grade 30 WPM							7	
8th grade 40 WPM								8

**VI. Demonstrate appropriate legal/ethical conduct**

Demonstrate responsible use of computers	1	2	3	4	5	6	7	8
Demonstrate appropriate computer etiquette	1	2	3	4	5	6	7	8
Obey copyright laws						6	7	8
Cite electronic sources appropriately						6	7	8

**SOFTWARE SPECIFIC SKILLS**

**VII. Use word processing program(s)**

Create and save a new document								
- Identify intended use	1	2	3	4	5	6	7	8
- Use save and save as	1	2	3	4	5	6	7	8
Open, view and print documents								
- Use print preview						6	7	8
- Print entire file or selected parts	1	2	3	4	5	6	7	8
Format documents								
- Justify text						6	7	8
- Select font style & size						6	7	8
- Line spacing / before & after spacing						6	7	8
- Indent						6	7	8
- Select page orientation						6	7	8
- Margins						6	7	8
- Set and clear tabs						6	7	8
- Use headers, footers, & pagination						6	7	8

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<b>Edit text</b>								
- Change font style & size		2	3	4	5	6	7	8
- Cut, copy, paste, & delete text			3	4	5	6	7	8
- Using spell check						6	7	8
- Use thesaurus				4		6	7	8
- Use find & replace feature						6	7	8
<b>Use desktop publishing techniques</b>								
- Insert and format graphics						6	7	8
- Columns						6	7	8
- Tables						6	7	8
- Use textboxes						6	7	8
- Use clipart						6	7	8
<b>Use a word processor in a real world context to</b>								
- Write stories or poems				4		6	7	8
- Type reports				4	5	6	7	8
- Generate letters						6	7	8
- Add entries to a bibliography/works cited						6	7	8

**VIII. Use spreadsheet program(s)**

<b>Create and save spreadsheets</b>								
- Identify intended use								8
- Specify data organization								8
- Determine columns and rows								8
- Set cell attributes								8
- Create simple calculation formulas								8
- Enter and edit data								8
<b>Retrieve data</b>								
- Sort data								8
- Create various types of chart(s)								8
- Print spreadsheet								8
<b>Edit data</b>								
- Insert column or row								8
- Delete column or row								8
<b>Use fill down/across</b>								
- Save updated spreadsheet								8

**IX. Use multimedia software**

Use graphic tools: pencil, eraser, draw tools line/shape tools, etc.	1	2	3	4	5	6	7	8
Change colors and patterns of objects	1	2	3	4	5	6	7	8
Edit graphics							7	8
Incorporate clip art, digital pictures, and graphics from outside sources into project							7	8
Reorder slides, sort slides, and create transitions in slides							7	8
Incorporate text from outside sources into project							7	8
Create a slide show							7	8
Create animation							7	8