

## Technology Standards

## Fifth Grade

Note: Items in bold (under the category headings) are new to the grade level.

### Students will:

#### 1. Use hardware and software to support learning and productivity

- Continue to develop formal keyboarding training
- Insert information into a template (Word, PowerPoint, etc.)
- Type text into a word processing document
- Use formatting features purposefully (text styles, colors, fonts and size)
- Spell-check a document
- Use left, center and right justification modes
- Insert graphics into word-processed documents
- Copy, cut, and paste text and graphics
- Utilize basic paint, text and graphic tools
- Toggle between two or more applications
- Select, crop, move and resize images
- Use bullets and numbering**
- Create tables**
- Enter and manipulate data in spreadsheets
- Produce graphs and/or charts based on spreadsheet data
- Copy, cut, and paste text and/or graphics from one application to another
- Use peripheral devices such as digital cameras and scanners**

#### 2. Apply vocabulary and strategies for using technology in a networked system

- Use the calculator accessory**
- Know basic network terms (server, account, login terms, etc.)**
- Recognize and use desktop/toolbar icons and menus
- Recognize basic file name extensions (.doc, .ppt, .xls, .rtf, .pub, etc.)**
- Understand editing and word processing terminology (cut, copy, paste, tab, graphic, etc.)
- Open files or applications correctly
- Save files to a specified folder on the server correctly
- Create folders for saving and organizing work in user/home folders
- Print to different locations
- Use "find file" features
- Use help tools (examples: menus, balloons, assistants)

- Apply strategies for identifying and solving routine hardware problems (examples: CTRL+ALT+DELETE, checking cable connections, etc.)

**3. Use electronic resources to communicate, collaborate and retrieve information**

- Use URLs, bookmarks, and/or links to access the Internet
- Create favorites (bookmarks) in a browser
- Use information and communication technologies (ICT) to work with other individuals to complete a task
- Access, copy and/or print digital media (graphics, text, movies, sounds, etc.) from electronic and/or online services**

**4. Use technology to create and deliver presentations**

- Create one or more curriculum related multimedia projects
- Present one or more curriculum-related multimedia projects
- Print, post or publish completed work (examples of published pieces include websites, printed documents for a class book, bulletin board, etc.)

**5. Demonstrate ethical behavior**

- Understand and abide by copyright issues of electronic media
- Identify and cite Internet and electronic references in a bibliography
- Understand and abide by Mead School District Acceptable Use Policy
- Apply the concept and understand the consequences of plagiarism and copyright infringement