

4th Grade Technology Curriculum

Gr.	#	Basic Computer Technology Use Indicator	Level
4	1	Operates mouse, TV, VCR, and DVD	IU
4	2	Starts and shuts down computer, monitor, and printer	IU
4	3	Practices responsible use of technology	IU
4	4	Creates and follows rules for computer use in classroom, library, lab, and Internet	IU
4	5	Logs in, opens, saves, prints, deletes, and quits an application	IU
4	6	Logs into network	IU
4	7	Creates, organizes, saves, and finds folders for work in progress and final drafts in an organized system	IU
4	8	Keeps documents separate from applications	IU
4	9	Works with windows, icons, toolbars, and menus	IU
4	10	Communicates about technology using developmentally appropriate and accurate terminology	D
4	11	Works as part of a cooperative group with technology	D
4	12	Uses keyboards and other common input and output devices efficiently and effectively	D
4	13	Applies strategies for identifying and solving routine hardware and software problems	D
4	14	Makes informed decisions in choosing the most appropriate technology programs, software, and resources	H
4	15	Saves projects and artifacts in appropriate formats and adds correct extensions to file names (.pdf, .docx, .jpeg, .htm, .txt,)	H
4	16	Customizes the desktop	H
4	17	Can be technology mentor (not all students)	H
4	18	Collaborates online and shares work in electronic portfolio over network & email	H
4		Word Processing Indicator	
4	1	Learns keyboard placement	D
4	2	Inserts and edits text	D
		Uses Formatting Palette	
		Font	
		Styles	
4	3	Alignment and Spacing	I
		Bullets and Numbering	
		Table	
		Document Margins	
4	4	Rotates, duplicates, groups, aligns, and resizes objects within a working document	H
4	5	Transfers and merges files into document	H
4	6	Creates artifacts by using imported and original designs (ex. brochures, newsletters, business cards, resumes, flyers, labels, calendar, stationary)	H
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4		Internet Use Indicator	
4	1	Launches a browser and uses the tool bar	D

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4	2	Navigates by clicking on links on web pages	D
4	3	Types URLs correctly	D
4	4	Uses internet safely (Cyber-bullying & Social Networking)	I
4	5	Returns to site using history, back button, or bookmark/favorite	D
4	6	Uses keyword and natural language searches	I
4	7	Evaluates site and information for validity and accuracy	H
4	8	Sets home page and configures page setup to print title, URL, and date	H
4	9	Adds and edits bookmarks/favorites and organizes them into folders	H
4	10	Downloads files and plug-ins	H
4	11	Copies and pastes text or images and cites sources correctly	H
4	12	Uses telecommunications and online resources including email and discussion boards to participate in collaborative problem-solving activities	H
4	13	Uses netiquette while composing, editing, receiving, replying, and sending email	H
4	14	Attaches, receives, and opens attachments using appropriate format and extensions when using email	H
4		Media Presentation Tools Indicator	
4	1	Creates slide show	D
4	2	Creates original art to include in project	D
4	3	Creates and modifies text objects	D
4	4	Imports and modifies graphics, backgrounds, and clipart	D
4	5	Inserts buttons with actions and sounds	I
4	6	Imports and modifies images from Internet, digital camera, and scanner	H
4	7	Creates and inputs videos, graphs, charts, transitions, sounds and animation in presentation	H
4	8	Connects computer to TV or projector for presentation	H
4		Spreadsheets Indicator	
4	1	Uses existing spreadsheet to sort and find data	D
4	2	Collects data and creates new spreadsheet	D
4	3	Collects, inputs, analyzes, organizes and displays data graphically	D
4	4	Creates simple formulas and charts	D
4	5	Explains what the data represents	D
4	6	Uses the appropriate chart for activity and data	I
4	7	Adds and formats appropriate labels and legends	I
4	8	Includes charts or graphs in presentations or publications	H
4	9	Formats and changes axis scale, chart area, data series or appearance of charts	H
4	10	Formats and prints spreadsheets to use as templates and forms	H
4	11	Uses complex functions and formulas	H