9th Grade Technology Curriculum

9 1 Operates mouse, TV, VCR, and DVD 9 2 Starts and shuts down computer, monitor, and printer 9 3 Practices responsible use of technology 9 4 Creates and follows rules for computer use in classroom, library, lab, and Internet 10 10 10 10 10 10 10 10 10 10 10 10 10 1	Gr.	#	Basic Computer Technology Use Indicator	Level
9 3 Practices responsible use of technology 9 4 Creates and follows rules for computer use in classroom, library, lab, and Internet 11	9	1	Operates mouse, TV, VCR, and DVD	IU
9 4 Creates and follows rules for computer use in classroom, library, lab, and Internet IU 9 5 Logs in, opens, saves, prints, deletes, and quits an application IU 9 6 Logs into network IU 9 7 Creates, organizes, saves, and finds folders for work in progress and final drafts in an organized system IU 9 8 Keeps documents separate from applications IU 9 9 Works with windows, icons, toolbars, and menus IU 10 Communicates about technology using developmentally appropriate and accurate terminology IU 9 10 Works as part of a cooperative group with technology IU 9 11 Works as part of a cooperative group with technology IU 9 12 Uses keyboards and other common input and output devices efficiently and effectively IU 9 13 Applies strategies for identifying and solving routine hardware and software problems D 14 Makes informed decisions in choosing the most appropriate technology programs, software, and resources 9 15 Saves projects and artifacts in appropriate formats and adds correct extensions to file names (.pdf., docx., jpeg, .htm, .txt,) 9 16 Customizes the desktop 9 17 Can be technology mentor (not all students) 9 18 Collaborates online and shares work in electronic portfolio over network & email D 10 Word Processing Indicator 11 Learns keyboard placement 12 Uses Formatting Palette 13 Font 14 Styles 15 Alignment and Spacing 15 Bullets and Numbering 16 Table 17 Document Margins 18 Rotates, duplicates, groups, aligns, and resizes objects within a working document 9 4 document 9 5 Transfers and merges files into document 9 Creates artifacts by using imported and original designs (ex. brochures, newsletters, business cards, resumes, flyers, labels, calendar, stationary)	9	2	Starts and shuts down computer, monitor, and printer	IU
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9 newsletters, business cards, resumes, flyers, labels, calendar, stationary)	9	5	Transfers and merges files into document	D
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9		Internet Use Indicator	
9	1	Launches a browser and uses the tool bar	IU
9	2	Navigates by clicking on links on web pages	IU
9	3	Types URLs correctly	IU
9	4	Uses internet safely (Cyber-bullying & Social Networking)	IU
9	5	Returns to site using history, back button, or bookmark/favorite	IU
9	6	Uses keyword and natural language searches	IU
9	7	Evaluates site and information for validity and accuracy	IU
9	8	Sets home page and configures page setup to print title, URL, and date	IU
9	9	Adds and edits bookmarks/favorites and organizes them into folders	D
9	10	Downloads files and plug-ins	D
9	11	Copies and pastes text or images and cites sources correctly	D
_	12	Uses telecommunications and online resources including email and discussion	D
9	12	boards to participate in collaborative problem-solving activities	D
0	13	Uses netiquette while composing, editing, receiving, replying, and sending	D
9	13	email	D
9	14	Attaches, receives, and opens attachments using appropriate format and	D
9	14	extensions when using email	D
9		Media Presentation Tools Indicator	
9	1	Creates slide show	IU
9	2	Creates original art to include in project	IU
9	3	Creates and modifies text objects	IU
9	4	Imports and modifies graphics, backgrounds, and clipart	IU
9	5	Inserts buttons with actions and sounds	IU
9	6	Imports and modifies images from Internet, digital camera, and scanner	D
9	7	Creates and inputs videos, graphs, charts, transitions, sounds and animation in	IU
9		presentation	10
9	8	Connects computer to TV or projector for presentation	IU
9	9	Records and edits sounds, movies, animations, and VR	D
9		Spreadsheets Indicator	
9	1	Uses existing spreadsheet to sort and find data	IU
9	2	Collects data and creates new spreadsheet	IU
9	3	Collects, inputs, analyzes, organizes and displays data graphically	IU
9	4	Creates simple formulas and charts	IU
9	5	Explains what the data represents	IU
9	6	Uses the appropriate chart for activity and data	IU
9	7	Adds and formats appropriate labels and legends	IU
9	8	Includes charts or graphs in presentations or publications	D
9	9	Formats and changes axis scale, chart area, data series or appearance of charts	D
9	10	Formats and prints spreadsheets to use as templates and forms	D

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9	11	Uses complex functions and formulas	D
9	12	Uses relational formulas or links	I
9		Databases Indicator	
9	1	Defines terms such as records and fields	I
9	2	Enters text and data into appropriate fields	I
9	3	Creates a simple database with one layout	I
9	4	Formats text and numbers in fields	I
9	5	Sorts, matches, finds and replaces data	I
9	6	Creates a database with different layouts	I
9	7	Adds header and footer	I
9	8	Generates a variety of reports using same database	I
9	9	Uses print preview and adjusts margins for printing	I
9	10	Merges data into another document	I
9	11	Imports and exports data from other applications	I
9	12	Uses relational databases	I