

ST. FRANCIS OF ASSISI PARISH SCHOOL SUBJECT AREA EXPECTATIONS –COMPUTER CURRICULUM FIRST GRADE	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013
Basic Operation and Concepts					
The student will define and use grade level terminology					
Wake-up					
Computer/pc					
Keyboard/monitor/mouse					
Cursor/arrow					
Identify the computer as a machine that helps people work and play					
Define parts of the computer					
Identify the do's and don'ts of using a computer					
Properly insert, remove and handle flash drive					
Identify the mouse and explain how it works					
Move the mouse and point to a desired location					
Point and click the mouse					
Login/logoff					
Identify icons for files, programs and folders					
Open a program using the mouse					
Drag and drop objects in window					
Minimize, maximize, and close windows					
Print a document					
Quit a program using the mouse					
Adjust volume speakers and taskbar					
Start and exit an application/program					
Scroll vertically and horizontally					
Save and retrieve documents from designed directory					
Print to designated printer					
Create, name, and rename file and folders					
Keyboarding					
Use left and right hand appropriately					
Type alphabetic keys using touch method					
Use keys: shift, enter, backspace and spacebar					
Attention to correct hand and body positions					
Location of keys, smooth and rhythmic					
Operate alphabetic and punctuation keys					
Use language skills including capitalization, punctuation and spelling					
Attention to correct hand and body position					
Word					
Open , save, and retrieve a document					
Input and edit simple text in a word document					
Use standard and formatting toolbars					
Manipulate text: front, size and color					
Use Undo on standard toolbar					
Adjust alignment of text, left and center					
Format text: bold, italics, underline					
Input and edit simple text in a word document					
Use standard and formatting toolbars					
Spreadsheet					
Identify rows, columns and cell names					
Database					
Use prepared electronic databases such as dictionaries, encyclopedias, almanacs, catalogs, etc					
Internet					
Navigate a web page using scrollbar					
Engage in age appropriate/curriculum related online activities					
Multimedia/Presentation					
Explore/draw and paint tool (paint)					
Create and print a picture with text in a paint/graphic application					
Catholic Moral Standards in technology					
Model legal and Catholic morals					
Adhere to the guidelines and expectations of technology usage as outlined					
Respect the rights and privacy of others					

FIRST GRADE	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013
Abide by netiquette and safety guidelines					
Demonstrate a sense of understanding of legal and ethical issues related to information technology laws					
Respect the intellectual property (words, images, creations) of others					
Respect the rights and privacy of others					

ST. FRANCIS OF ASSISI PARISH SCHOOL
SUBJECT AREA EXPECTATIONS –COMPUTER CURRICULUM
Second Grade

2008-2009
2009-2010
2010-2011
2011-2012
2012-2013

ST. FRANCIS OF ASSISI PARISH SCHOOL SUBJECT AREA EXPECTATIONS –COMPUTER CURRICULUM Second Grade	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013
Basic Operation and Concepts					
The student will define and use grade level terminology					
Wake-up					
Computer/pc					
Keyboard/monitor/mouse					
Cursor/arrow					
Icon					
Printer					
Internet					
Clip Art					
Website					
Window					
Document					
Identify the computer as a machine that helps people work and play					
Define parts of the computer					
Identify the do's and don'ts of using a computer					
Properly insert, remove and handle flash drive					
Identify the mouse and explain how it works					
Move the mouse and point to a desired location					
Point and click the mouse					
Login/logoff					
Identify icons for files, programs and folders					
Open a program using the mouse					
Drag and drop objects in window					
Minimize, maximize, and close windows					
Print a document					
Quit a program using the mouse					
Adjust volume speakers and taskbar					
Start and exit an application/program					
Scroll vertically and horizontally					
Save and retrieve documents from designed directory					
Print to designated printer					
Create, name, and rename file and folders					
Keyboarding					
Use left and right hand appropriately					
Type alphabetic keys using touch method					
Use keys: shift, enter, backspace and spacebar, Cap lock, tab and arrow keys					
Attention to correct hand and body positions					
Location of keys, smooth and rhythmic					
Operate alphabetic and punctuation keys					
Use language skills including capitalization, punctuation and spelling					
Attention to correct hand and body position					
Locate a submenu using the mouse					
Word					
Open, save, and retrieve a document					
Input and edit simple text in a word document					
Use standard and formatting toolbars					
Manipulate text: front, size and color					
Use Undo on standard toolbar					
Adjust alignment of text, left and center					
Format text: bold, italics, underline					
Input and edit simple text in a word document					
Use standard and formatting toolbars					
Open, use and close a desk accessory					
Insert clip art: edit position and size					
Spreadsheet					
Identify rows, columns and cell names					
Database					
Use prepared electronic databases: dictionaries, encyclopedias, almanacs, catalogs,					

Second Grade	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013
Internet					
Navigate a web page using scrollbar					
Engage in age-appropriate/curriculum related online activities					
Access a website entering a URL (website address)					
Use designated internet sites as a source of information					
Identify part of a website/web page: URL, homepage, title, hyperlinks					
Multimedia/Presentation					
Explore/draw and paint tool (paint)					
Create and print a picture with text in a paint/graphic application					
Share an electronic creation					
Catholic Moral Standards in technology					
Model legal and Catholic morals					
Adhere to the guidelines and expectations of technology usage as outlined					
Respect the rights and privacy of others					
Abide by netiquette and safety guidelines					
Demonstrate a sense of understanding of legal and ethical issues related to information technology laws					
Respect the intellectual property (words, images, creations) of others					
Credit resources in proper format (text, images, video, audio, multimedia)					

ST. FRANCIS OF ASSISI PARISH SCHOOL
SUBJECT AREA EXPECTATIONS –COMPUTER CURRICULUM
Third Grade

2008-2009
2009-2010
2010-2011
2011-2012
2012-2013

Basic Operation and concepts	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013
The student will define and use grade level terminology					
Wake-up					
Computer/pc					
Keyboard/monitor/mouse					
Cursor/arrow					
Icon					
Printer					
Internet					
Clip Art					
Website					
Window					
Document					
Identify the computer as a machine that helps people work and play					
Properly insert, remove and handle flash drive					
Identify the mouse and explain how it works					
Move the mouse and point to a desired location					
Point and click the mouse					
Login/logoff					
Identify icons for files, programs and folders					
Open a program using the mouse					
Drag and drop objects in window					
Minimize, maximize, and close windows					
Print a document					
Quit a program using the mouse					
Adjust volume speakers and taskbar					
Start and exit an application/program					
Define parts of the computer					
Identify the do's and don'ts of using a computer					
Scroll vertically and horizontally					
Save and retrieve documents from designed directory					
Print to designated printer					
Create, name, and rename file and folders					
Copy, cut and paste text and graphics					
Perform multitasking functions					
Keyboarding					
Use left and right hand appropriately					
Type alphabetic keys using touch method					
Use keys: shift, enter, backspace and spacebar, Cap lock, tab and arrow keys					
Attention to correct hand and body positions					
Location of keys, smooth and rhythmic					
Operate alphabetic and punctuation keys					
Use language skills including capitalization, punctuation and spelling					
Attention to correct hand and body position					
Locate a submenu using the mouse					
Place hands in correct home row position					
Develop keyboarding proficiency					
Word					
Open , save, and retrieve a document					
Input and edit simple text in a word document					
Use standard and formatting toolbars					
Manipulate text: front, size and color					
Use Undo on standard toolbar					
Adjust alignment of text, left and center					

<p style="text-align: center;">ST. FRANCIS OF ASSISI PARISH SCHOOL SUBJECT AREA EXPECTATIONS –COMPUTER CURRICULUM Fourth Grade</p>	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013
Basic Operation and Concepts					
The student will define and use grade level terminology					
Wake-up					
Computer/pc					
Keyboard/monitor/mouse					
Cursor/arrow					
Icon					
Printer					
Internet					
Clip Art					
Word art					
Website					
Window					
Document					
Textbox					
File					
folder					
Home row					
Search engine					
Bibliography					
Identify the computer as a machine that helps people work and play					
Define parts of the computer					
Identify the do's and don'ts of using a computer					
Properly insert, remove and handle flash drive					
Identify the mouse and explain how it works					
Move the mouse and point to a desired location					
Point and click the mouse					
Login/logoff					
Identify icons for files, programs and folders					
Open a program using the mouse					
Drag and drop objects in window					
Minimize, maximize, and close windows					
Print a document					
Quit a program using the mouse					
Adjust volume speakers and taskbar					
Start and exit an application/program					
Scroll vertically and horizontally					
Save and retrieve documents from designed directory					
Print to designated printer					
Create, name, and rename file and folders					
Copy, cut and paste text and graphics					
Perform multitasking functions					
"save" vs. "save as"					
Select print options					
Keyboarding					
Display correct posture at computer					
Use left and right hand appropriately					
Type alphabetic keys using touch method					
Use keys: shift, enter, backspace and spacebar, Cap lock, tab and arrow keys					
Attention to correct hand and body positions					
Location of keys, smooth and rhythmic					
Operate alphabetic and punctuation keys					
Use language skills including capitalization, punctuation and spelling					
Attention to correct hand and body position					
Locate a submenu using the mouse					
Place hands in correct home row position					
Develop keyboarding proficiency					
Key from an edited rough draft using QWERTY method					

Fourth Grade	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013
compose a document as you key					
Word					
Open , save, and retrieve a document					
Input and edit simple text in a word document					
Use standard and formatting toolbars					
Manipulate text: front, size and color					
Use Undo on standard toolbar					
Adjust alignment of text, left and center					
Format text: bold, italics, underline					
Open, use and close a desk accessory					
Insert clip art: edit position and size					
Use spell check					
Use print preview					
Insert bullet and number lists					
Create illustrations using drawing tool					
Design word art					
Indent using the Tab key					
Create and format one-page documents					
Insert and format textboxes					
Create a bar or column graph					
Interpret data in a graph or chart					
Label chart tiles and axes					
Adjust column and row widths					
Perform basic formatting tasks such as changing fonts and attributes					
Format charts					
Identify rows, columns and cell names					
Copy simple data table into a spreadsheet					
Spreadsheet					
Identify rows, columns and cell names					
Copy simple data table into a spreadsheet					
Create a bar or column graph					
Interpret data in a graph or chart					
Label chart tiles and axes					
Adjust column and row widths					
Perform basic formatting tasks such as changing fonts and attributes					
Format charts					
Multimedia/Presentation					
Explore/draw and paint tool (paint)					
Create and print a picture with text in a paint/graphic application					
Share an electronic creation					
Plan and create a multimedia presentation incorporating text, images, and slide transition (power point)					
Use slide transition and custom animation					
Use space and design elements to enhance slide/presentation					
Animate elements: text, object, slides, etc					
Incorporate sound into a presentation					

Database					
Use prepared electronic databases such as dictionaries, encyclopedias, almanacs, catalogs,					
Employ search strategies (subject trees, keywords, table of contents) to retrieve information from prepared electronic databases					
Internet					
Navigate a web page using scrollbar					
Engage in age-appropriate/curriculum related online activities					
Access a website entering a URL (website address)					
Use designated internet sites as a source of information					
Identify parts of a web page/website: URL, homepage, title, hyperlinks					
Search for specific information using a hierarchy structure query a search engine using keyword(s) and phrases					
Identify the 5 W's of a website who, what, when, where, why) properly cite a web page or online document in a bibliography discussed and demonstrate e-mail and internet etiquette					
Catholic Moral Standards in Technology					
Model legal and Catholic moral practices related to technology use					
Adhere to the guidelines and expectations of technology usages as outlined in acceptable use policy					
Respect the rights and privacy of others					
Abide by netiquette and safety guidelines					
Demonstrate a sense of understanding of legal and ethical issues related to information technology laws					
Respect the intellectual property (word, images, creations) of others					
Credit resources in proper format (MLA or APA) (text, images, video, audio, multimedia)					

ST. FRANCIS OF ASSISI PARISH SCHOOL SUBJECT AREA EXPECTATIONS –COMPUTER CURRICULUM Fifth Grade	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013
Basic Operation and Concepts					
Define and use grade level terminology					
Wake-up					
Computer/pc					
Keyboard/monitor/mouse					
Cursor/arrow					
Icon					
Printer					
Internet					
Clip Art					
Word art					
Website					
Window					
Document					
Textbox					
File					
folder					
Home row					
Search engine					
Bibliography					
Keyword Search					
Identify the computer as a machine that helps people work and play					
Define parts of the computer					
Identify the do's and don'ts of using a computer					
Properly insert, remove and handle flash drive					
Identify the mouse and explain how it works					
Move the mouse and point to a desired location					
Point and click the mouse					
Login/logoff					
Identify icons for files, programs and folders					
Open a program using the mouse					
Drag and drop objects in window					
Minimize, maximize, and close windows					
Print a document					
Quit a program using the mouse					
Adjust volume speakers and taskbar					
Start and exit an application/program					
Scroll vertically and horizontally					
Save and retrieve documents from designed directory					
Print to designated printer					
Create, name, and rename file and folders					
Copy, cut and paste text and graphics					
Perform multitasking functions					
“save” vs. “save as”					
Select print options					
Scan a storage media for virus					
Keyboarding					
Display correct posture at computer					
Use left and right hand appropriately					
Type alphabetic keys using touch method					
Use keys: shift, enter, backspace and spacebar, Cap lock, tab and arrow keys					
Attention to correct hand and body positions					
Location of keys, smooth and rhythmic					
Operate alphabetic and punctuation keys					
Use language skills including capitalization, punctuation and spelling					
Attention to correct hand and body position					
Locate a submenu using the mouse					
Place hands in correct home row position					
Develop keyboarding proficiency					

Fifth Grade	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013
Internet					
Navigate a web page using scrollbar					
Engage in age-appropriate/curriculum related online activities					
Access a website entering a URL (website address)					
Use designated internet sites as a source of information					
Identify parts of a web page/website: URL, homepage, title, hyperlinks					
Search for specific information using a search engine using keyword(s) and phrases					
Identify parts of a web page/website: URL, homepage, title, hyperlinks					
Catholic Moral Standards in Technology					
Adhere to the guidelines and expectations of technology usages as outlined in acceptable use policy					
Respect the rights and privacy of others					
Abide by netiquette and safety guidelines					
Demonstrate a sense of understanding of legal and ethical issues related to information technology laws					
Respect the intellectual property (word, images, creations) of others					
Credit resources in proper format (MLA or APA) (text, images, video, audio, multimedia)					

ST. FRANCIS OF ASSISI PARISH SCHOOL
SUBJECT AREA EXPECTATIONS –COMPUTER CURRICULUM
Sixth Grade

	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013
Basic Operations and Concepts					
Define and use grade level terminology					
Computer/CPU					
Monitor					
Keyboard, Mouse					
Cursor					
Speaker					
Icon					
Window					
Printer					
Internet					
Webpage					
Website					
Clip Art					
Server					
Shut Down					
Toolbar					
Home Row					
Folder					
File					
Hard Copy					
Format					
Header/Footer					
Textbox					
Word Art					
Multimedia					
Spreadsheet					
Worksheet					
Cell					
Graph					
Chart					
Label					
Browser					
URL					
Search Engine					
Bibliography					
Hard Drive					
Operating System					
Download/Upload					
Margins					
Animation					
Virus					
Copy a chart or graph into another document					
Copy formulas within a spreadsheet using absolute cell references					
Keyboarding					
Display correct posture at computer					
Use left and right hand appropriately					
Type alphabetic keys using touch method					
Use keys: shift, enter, backspace and spacebar, Cap lock, tab and arrow keys					
Attention to correct hand and body positions					
Location of keys, smooth and rhythmic					
Operate alphabetic and punctuation keys					
Use language skills including capitalization, punctuation and spelling					
Attention to correct hand and body position					
Locate a submenu using the mouse					
Place hands in correct home row position					
Develop keyboarding proficiency					

Sixth Grade	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013
Key from an edited rough draft using QWERTY method					
compose a document as you key (at the keyboard)					
20 words per minute (WPM) 85% accuracy					
Word					
Open , save, and retrieve a document					
Input and edit simple text in a word document					
Use standard and formatting toolbars					
Manipulate text: front, size and color					
Use Undo on standard toolbar					
Adjust alignment of text, left and center					
Format text: bold, italics, underline					
Open, use and close a desk accessory					
Insert clip art: edit position and size					
Use spell check					
Use print preview					
Insert bullet and number lists					
Create illustrations using drawing tool					
Design word art					
Indent using the Tab key					
Create and format one-page documents					
Insert and format textboxes					
Identify rows, columns and cell names					
Copy simple data table into a spreadsheet					
Create a bar or column graph					
Interpret data in a graph or chart					
Label chart tiles and axes					
Adjust column and row widths					
Perform basic formatting tasks such as changing fonts and attributes					
Format charts					
Align text: right and justify					
Apply headers and footers					
Database					
Use prepared electronic databases such as dictionaries, encyclopedias, almanacs, catalogs,					
Employ search strategies (subject trees, keywords, table of contents) to retrieve information from prepared electronic databases					
Spreadsheet					
Identify rows, columns and cell names					
Copy simple data table into a spreadsheet					
Create a bar or column graph					
Interpret data in a graph or chart					
Label chart tiles and axes					
Adjust column and row widths					
Perform basic formatting tasks such as changing fonts and attributes					
Format charts					
Multimedia/Presentation					
Explore/draw and paint tool (paint)					
Create and print a picture with text in a paint/graphic application					
Share an electronic creation					
Plan and create a multimedia presentation incorporating text, images, and slide transition (power point)					
Use slide transition and custom animation					
Use space and design elements to enhance slide/presentation					
Animate elements: text, object, slides, etc					
Incorporate sound into a presentation					

Sixth Grade	2009	2010	2011	2012	2013
Internet					
Navigate a web page using scrollbar					
Engage in age-appropriate/curriculum related online activities					
Access a website entering a URL (website address)					
Use designated internet sites as a source of information					
Identify parts of a web page/website: URL, homepage, title, hyperlinks					
Search for specific information using a search engine using keyword(s) and phrases					
Identify parts of a web page/website: URL, homepage, title, hyperlinks					
Catholic Moral Standards in Technology					
Adhere to the guidelines and expectations of technology usages as outlined in acceptable use policy					
Respect the rights and privacy of others					
Abide by netiquette and safety guidelines					
Demonstrate a sense of understanding of legal and ethical issues related to information technology laws					
Respect the intellectual property (word, images, creations) of others					
Credit resources in proper format (MLA or APA) (text, images, video, audio, multimedia)					

ST. FRANCIS OF ASSISI PARISH SCHOOL SUBJECT AREA EXPECTATIONS –COMPUTER CURRICULUM Seventh Grade	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013
Basic Operations and Concepts					
Define and use grade level terminology					
Computer/CPU					
Monitor					
Keyboard, Mouse					
Cursor					
Speaker					
Icon					
Window					
Printer					
Internet					
Webpage					
Website					
Clip Art					
Server					
Shut Down					
Toolbar					
Home Row					
Folder					
File					
Hard Copy					
Format					
Header/Footer					
Textbox					
Word Art					
Multimedia					
Spreadsheet					
Worksheet					
Cell					
Graph					
Chart					
Label					
Browser					
URL					
Search Engine					
Bibliography					
Hard Drive					
Operating System					
Download/Upload					
Margins					
Animation					
Virus					
Word					
Input and edit simple text in a word processing document					
Use standard and formatting toolbars					
Manipulate text: font, size and color					
Use Undo button on standard toolbar					
Open, save and retrieve a document					
Adjust alignment of text, left and center					
Format text: bold, italics, underline					
Insert clip art: edit position and size					
Use spell check					
Use print preview					
Insert bulleted and number lists					
Create illustrations using drawing tools					
Design Word art					
Indent using tab key					
Create and format one-page documents					
Insert and format textboxes					

Seventh Grade	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013
Internet					
Develop an awareness of safe internet usage					
Navigate a webpage using scrollbar, back button and hyperlinks					
Engage in age-appropriate/curriculum related online activities					
Access a website entering a URL (website address)					
Use designated internet sites as a source of information					
Identify parts of a webpage/website: URL, homepage, title, hyperlinks					
Search for specific information using a hierarchy structure					
Query a search engine using keyword(s) and phrases					
Distinguish between search engines, search directories, and meta-search engines					
Identify the 5 W's of a website (who, what, when, where, why)					
Properly cite a webpage or online document in a bibliography					
Discuss and demonstrate e-mail and internet etiquette					
Employ advanced search techniques (+,-, "", etc)					
Identify URL extension types (com, gov, mil, gov, etc)					
Evaluate advantages and disadvantages of the internet					
Explain the different components of the internet: WWW, e-mail, telnet, FTP					
Identify parts of a URL (domain server, directory, sub-directories, extension)					
Evaluate authenticity, accuracy, and credibility of a website					
Catholic Moral Standards in Technology					
Adhere to the guidelines and expectations of technology usages as outlined in acceptable use policy					
Respect the rights and privacy of others					
Abide by netiquette and safety guidelines					
Demonstrate a sense of understanding of legal and ethical issues related to information technology laws					
Respect the intellectual property (word, images, creations) of others					
Credit resources in proper format (MLA or APA) (text, images, video, audio, multimedia)					
ST. FRANCIS OF ASSISI PARISH SCHOOL SUBJECT AREA EXPECTATIONS –COMPUTER CURRICULUM Eighth Grade	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013

Basic Operations and Concepts					
Define and use grade level terminology					
Computer/CPU					
Monitor					
Keyboard, Mouse					
Cursor					
Speaker					
Icon					
Window					
Printer					
Internet					
Webpage					
Website					
Clip Art					
Server					
Shut Down					
Toolbar					
Home Row					
Folder					
File					
Hard Copy					
Format					
Header/Footer					
Textbox					
Word Art					
Multimedia					
Spreadsheet					
Worksheet					
Cell					
Graph					
Chart					
Label					
Browser					
URL					
Search Engine					
Bibliography					
Hard Drive					
Operating System					
Download/Upload					
Margins					
Animation					
Virus					
Copy a chart or graph into another document					
Copy formulas within a spreadsheet using absolute cell references					
keyboard					
Display correct posture at computer					
Use left and right hand appropriately					
Type alphabetic keys using touch method					
Use keys: shift, enter, backspace and spacebar, Cap lock, tab and arrow keys					
Attention to correct hand and body positions					
Location of keys, smooth and rhythmic					
Operate alphabetic and punctuation keys					
Use language skills including capitalization, punctuation and spelling					
Attention to correct hand and body position					
Locate a submenu using the mouse					
Place hands in correct home row position					
Develop keyboarding proficiency					
40 words per minute (WPM) 85% accuracy					

Word
Input and edit simple text in a word processing document
Use standard and formatting toolbars
Manipulate text: font, size and color
Use Undo button on standard toolbar
Open, save and retrieve a document
Adjust alignment of text, left and center
Format text: bold, italics, underline
Insert clip art: edit position and size
Use spell check
Use print preview
Insert bulleted and number lists
Create illustrations using drawing tools
Design Word art
Indent using tab key
Create and format one-page documents
Insert and format textboxes
Align text: right and justify
Apply headers and footers
Insert and format tables
Adjust line spacing
Insert page numbers
Set and clear tabs: left, center, right and decimal
Adjust page setup: margins, orientation, vertical spacing
Insert borders: text and page
Create and format a multi-page document
Spreadsheet
Identify rows, columns and cell names
Copy simple data into a spreadsheet
Create a bar or column into a spreadsheet
Create a bar or column graph
Interpret data in a graph or chart
Label chart titles and axes
Adjust column and row widths
Perform basic formatting tasks such as changing fonts and attributes
Align data within cells and charts
Format charts
Create a data table with multiple rows and columns
Enter simple data and labels in a workbook
Use the sum function to add values
Enter simple formulas: addition, subtraction, multiplication, division
Create a variety of charts and graphs
Use cell referencing in formulas and functions
Perform fill series functions using select criteria
Copy a chart or graph into another document
Copy formulas within a spreadsheet using relative cell references
Copy formulas within a spreadsheet using absolute cell references
Database
Use prepared electronic database: dictionaries, encyclopedias, almanacs, catalogs, etc
Employ search strategies (subject trees, keywords, tables of contents) to retrieve information from prepared electronic databases
Sort information alphabetically and/or numerically by field in a prepared database
Create a simple database to enter and manage information
Define fields and records in a database
Sort and filter data with various criteria
Merge database records with word processing document
Multimedia/Presentation
Explore/draw and paint tool (paint)
Create and print a picture with text in a paint/graphic application
Share an electronic creation
Plan and create a multimedia presentation incorporating text, images, and slide transition (power point)
Use slide transition and custom animation
Use space and design elements to enhance slide/presentation
Animate elements: text, object, slides, etc
Incorporate sound into a presentation

Eighth Grade	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013
Search for specific information using a hierarchy structure					
Query a search engine using keyword(s) and phrases					
Distinguish between search engines, search directories and meta-search engines					
Identify the 5W's of a website (who, what, when, where, why)					
Properly cite a webpage or online document in a bibliography					
Discuss and demonstrate e-mail and Internet etiquette					
Employ advanced search techniques (+, -, "", etc)					
Identify URL extension types (com, gov, mil, gov, edu, etc)					
Evaluate authenticity, accuracy and credibility of a website					
Identify parts of a URL (domain server, directory, sub-directories, extension)					
Explain the different components of the internet: WWW, e-mail, telnet, FTP					
Articulate advantages and disadvantages of the internet					