	4th Grade																							
	1st 9-weeks Checklist																							
	Student Names	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
	Basic Operations and Concepts																							
М	Use correct posture at the computer																							
М	Identify and use the parts of a computer																							
М	Keyboard familiarity (enter/return, spacebar, arrow keys)																							
М	Use the mouse (point, click, double-click, and drag)																							
М	Use computer terminology appropriately																							
М	Recognize icons and their functions																							
М	Open, close, and restore windows																							
M M	Use the scroll bar Open and quit a software program																							
М	Open and close a file																							
	Create, name, and save files																							
М	Use save as appropriately																							
	Social, Ethical, and Human Issues																							
М	Demonstrate appropriate behavior when using computers																							
М	Demonstrate proper disk use and care (flash drive & CD)																							
	Technology Productivity Tools																							
	Keyboard and Mouse Manipulation																							

М	Demonstrate proper hand, finger, & body position												
R	Perform touch typing												
М	Demonstrate proper use of special keys: space bar, enter/return, shift, delete, backspace, arrow keys												
	Word Processing												
М	Identify intended use												
М	Move and place cursor												
М	Select, insert, and delete text												
М	Use spell checker												
	Graphics and Multimedia												
М	Name and use paint and draw tools												
R	Add and edit text												
	Technology Communications Tools												
	Internet												
М	Demonstrate appropriate behavior for Internet												
М	Navigate teacher chosen websites												
М	Access Internet sites by using pre-set Internet bookmarks												
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	4th Grade																							
	2nd 9-weeks Checklist																							
	Student Names	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
	Basic Operations and Concepts																							
R	Use pull-down menus and commands																							
М	Print a document																							
М	Access and save to network folder or flash drive																							
R	Create and use a structure of files and folders																							
	Social, Ethical, and Human Issues																							
R	Collaborate with other classmates as a team member																							
R	Respect the privacy of other students' work																							
	Word Processing																							
М	Change font, size, style, and color of text																							
М	Center text																							
R	Set page orientation (portrait and landscape)																							
	Graphics and Multimedia																							
	PowerPoint																							
	·																							
R	Move and delete slides																							
	Technology Communications Tools																							

	Internet												
R	Add an Internet bookmark												
	Use an Internet toolbar to navigate										-		
R	Use hyperlinks to navigate Enter a URL												
М	Enter a URL												

	4th Grade																							
	3rd 9-weeks Checklist																							
	Student Names	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
	Basic Operations and Concepts																							
R	Multitask by opening and using two programs at once																							
	Word Processing																							
R	Cut, copy and paste text																							
М	Insert clip art																							
R																								
	Graphics and Multimedia																							
	Adobe Fireworks & Web 2.0 site																							
R	Add a picture																							
R	Cut, copy, and paste pictures																							
	Resize pictures																							$\overline{}$
R	Create linear presentation																							
	Alter and adjust pictures																							
	Crop photos																							
	• •																							
R	Movie Maker																							
	Create a 5 photo movie																							
	Use Audacity to add voice to movie																							
	Spreadsheet																							
R	Identify intended use																							
R	Identify cells, columns, and rows																							
R	Add and edit data																							
Ī	Create a spreadsheet																							
	Technology Research Tools																							
R	Use electronic reference tools (CD-ROMS and Internet)																							

R	Perform simple searches												

	4th Grade																							
	4th 9-weeks Checklist																							
	Student Names	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
	Social, Ethical, and Human Issues																							
R	Understand and respect copyright laws																							
	Technology Productivity Tools																							
	Word Processing																							
ı	Use find and replace																							
	Graphics and Multimedia																							
1	Import audio and graphics clips																							
<u> </u>	Use transitions and timings																							<u> </u>
	Create animations																							
	Spreadsheet																							
1	Navigate in a spreadsheet																							İ
R	Use a spreadsheet to solve problem																							
R	Produce graphs and charts																							i
I	Insert/delete columns and rows																							
	Technology Research Tools																							
I	Evaluate acquired information for validity and usefulness																							
	Technology Problem-Solving and Decision-Making Tools																							
R	Create a screen to communicate information																							

I	Create multiple screens to communicate information												