	5th Grade																							
	1st 9-weeks																							
	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																							
М	Use the scroll bar																							
М	Open and quit a software program																							
М	Open and close a file																							
M	Use pull-down menus and commands																							
M	Use save as appropriately																							
M	Access and save to network folder or flash drive																							
	Social, Ethical, and Human Issues																							

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M	Collaborate with other classmates as a team member															
М	Demonstrate appropriate behavior when using computers															
M	Demonstrate proper disk use and care (flash drive & CD)															
М	Respect the privacy of other students' work															
	Technology Productivity Tools															
	Keyboard and Mouse Manipulation															
М	Demonstrate proper hand, finger, & body position															
M	Demonstrate proper use of special keys: space bar, enter/return, shift, delete, backspace, arrow keys															
	Word Processing															
M	Identify intended use															
М	Move and place cursor															1
М	Change font, size, style, and color of text															
М	Center text															
	create one page document with unique font, color and style. Title is centered with name															
	Graphics and Multimedia															
	PowerPoint															
М	Move and delete slides															
	Ommo o della cod															
N 4	Spreadsheet															
M	Identify intended use															

M	Navigate in a spreadsheet												
М	Identify cells, columns, and rows												
M	Add and edit data												
M	Create a spreadsheet												
	Technology Communications Tools												
	Internet												
М	Demonstrate appropriate behavior for Internet												
M	Navigate teacher chosen websites												
М	Access Internet sites by using pre-set Internet bookmarks												
М	Enter a URL												

	5th Grade																							
	2nd 9-weeks																							
	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	Set page orientation (portrait and landscape)																							
	Technology Productivity Tools																							
	Word Processing																							
М	Select, insert, and delete text																							
M	Insert clip art																							
I	Use page setup																							
I	Create and format tables																							
I	Create columns																							
	Graphics and Multimedia																							
	Spreadsheet																							
R	Use a spreadsheet to solve problem																							
I	Use the Sum command																							
I	Use simple formulas																							
	Technology Communications Tools																							
	Internet																							
М	Use an Internet toolbar to navigate																							
	Technology Problem-Solving and Decision-Making Tools																							

	_												
	Create a screen to												
M	communicate information												

	5th Grade																							
	3rd 9-weeks																							$\vdash$
	ord o weeke																							
	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																							
	Technology Productivity Tools																							
	Word Processing																							
М	Set page orientation (portrait and landscape)																							
M	Cut, copy and paste text																							
M	Insert clip art																							
I	Insert bullets and numbers																							
R	Use find and replace																							
М	Use spell checker																							
М	Use thesaurus																							
	Technology Communications Tools																							
	Internet																							
М	Use an Internet toolbar to navigate																							
	Define Internet terms: URL, home page, mega search, blog, social networking, Web 2.0																							
	Technology Problem-Solving and Decision-Making Tools																							
М	Create multiple screens to communicate information																							
I	Develop multimedia presentation using Prezi with sources cited																							

	5th Grade																							
	4th 9-weeks																							
	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	Print a document																							
M	Create, name, and save files																							
M	Create and use a structure of files and folders																							
М	Modify files and folders																							
	Social, Ethical, and Human Issues																							
R	Understand and respect copyright laws																							
	Technology Productivity Tools																							
	Keyboard and Mouse Manipulation																							
M	Use correct finger reaches from home row to top/bottom row																							
R	Perform touch typing																							
I	Use the top row of the keyboard for numeric keying																							
I	Use the keypad to key numbers																							
	Graphics and Multimedia																							
	PowerPoint																							
R	Use templates and backgrounds																							
R	Use transitions and timings																							
R	Create animations (schemes)																							
	Spreadsheet																							
I	Format a spreadsheet																							

I	Use fill down/across												
I	Use functions												
	Technology Communications Tools												
	Internet												
	Format a basic webpage												
	Add image to webpage												
	Understand the role of HTML coding in a webpage												
	Design a basic webpage												
R	Understand use of DreamWeaver										·		