

# 1. Basic Knowledge

A = Awareness Level  
 G = Guided Level  
 I = Independent Level

	Knowledge and Skills	K	1	2	3	4	5
1.0	Explain the uses of and the means by which computers are networked.	A	A	A	A	A	G
1.1	Identify the monitor and CPU. Use a mouse and keyboard to enter data.	I	I	I	I	I	
1.2	Identify and use computer peripherals: CD-ROM, microphone, speakers, hard drive, scanner, printer and other ports	A	G	I	I	I	I
1.3	Select log on/log off to fileserver.	A	G	I	I	I	I
1.4	Start, shut down and restart	G	I	I	I	I	I
1.5	Start up; create a new document; save; save as; open and close a document; select a printer and print a document; quit application.	G	G	G	I	I	I
1.6	Understand the desktop, window manipulation, zoom box, close box, resize box, finder/program manager/application/finder menu.	A	G	G	I	I	I
1.7	Insert and remove disks, CD-ROMS, DVDs etc correctly.	A	G	I	I	I	I
1.8	Use file management including file, delete, copy, back-up and using an external hard drive.			A	G	G	I

## 2. Communication

A = Awareness Level
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	Knowledge and Skills	K	1	2	3	4	5
2.1	Recognize and locate letters and numbers on a keyboard.	I	I	I	I	I	I
2.2	Use basic key functions (space bar, return/enter key, shift key, arrow key, cap lock, delete/backspace, option/alt, tab keys, F keys)	A	G	I	I	I	I
2.3	Demonstrate home row position and use correct left-hand and right-hand keyboard positions.	A	G	G	20 W/ M	25 W/ M	30 W/ M
2.4	Enter text and line break (character keys, space bar and return/enter key).	I	I	I	I	I	I
2.5	Format and edit text by highlighting font, size, style; replace or delete existing text.	A	G	G	I	I	I
2.6	Change justification and line spacing using basic ruler.	A	G	G	I	I	I
2.7	Cut, copy and paste text to another location in same document.		G	G	I	I	I
2.8	Use spelling check (words and entire document), dictionary, and Thesaurus.			A	G	I	I
2.9	Import and arrange graphics in document (copy, paste, wrap text around graphic).				A	G	G
2.10	Format document (margins, headers, footers, page numbering, choose appropriate page set-up).					A	G
2.11	Cut, copy and paste text to another document.					A	G

		K	1	2	3	4	5
2.12	Create multi-column documents with appropriate width.					A	G
2.13	Import, export to other files, formats, documents or applications, Merge data from database.					A	G
2.14	Create original artwork using the tools within a graphics program.	G	I	I	I	I	I
2.15	Use delete, copy, paste and cut functions in a graphic program.	A	A	G	G	I	I
2.16	Use editing tools in drawing and painting (select, add color and pattern, resize, crop, erase).	A	A	G	G	I	I
2.17	Capture still images using scanner, digital still camera, CD, Internet, video frames,			A	G	I	I
2.18	Import and export graphics in appropriate file format (eps, tiff, pict, jpeg, gif).					A	G
2.19	Balance size, color, style of headline and use appropriate fonts.	A	G	G	I	I	I
2.20	Log onto email server with user name and password. Send, retrieve and read email messages	A	A	G	I	I	I
2.21	Attach a document to an email message. Retrieve a message that contains an attached document.				A	G	G

### 3. Data Gathering

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	Knowledge and Skills	K	1	2	3	4	5
3.1	Understand and agree to the district’s Acceptable Use Policy and ethics.	G	G	G	G	G	G
3.2	Navigate the Internet using a browser, Bookmark pages found on the Internet.	G	G	I	I	I	I
3.3	Use the Internet to research a topic. Cite bibliographical references. Consider the accuracy and validity of the information.				A	G	G
3.4	Download an application, document, or graphic from the Internet and save in an appropriate format.				A	G	G
3.5	Create and Internet homepage.				A	G	G
3.6	Use an age appropriate database to find information eg reference CD-ROMs such as “My First Incredible Amazing Encyclopedia.”	A	G	I	I	I	I
3.7	Enter information in an existing database.			A	G	I	I
3.8	Create a database: define fields and enter information.				A	G	I
3.9	Use sort and find to retrieve and interpret information.					A	G
3.10	Use a database to merge information into a word processing doc.					A	G
3.11	Set field attributes (styles), move fields, change field size, add graphics and create multiple layouts to display appropriate information.					A	A

		K	1	2	3	4	5
3.12	Read and interpret information in a spreadsheet.	A	G	G	I	I	I
3.13	Enter, edit and delete information in a spreadsheet/graphing program.			A	G	G	I
3.14	Format cell attributes e.g. columns, rows, justification, styles, number				A	G	G
3.15	Use data from a spreadsheet to create charts and graphs.				A	G	G
3.16	Use basic formulas for adding. Subtracting, multiplying, dividing, averaging and determining percents.				A	G	G
3.17	Use fill down for multiple entries of the same value or number.				A	G	G
3.18	Cut, copy and paste formulas, values and functions.				A	G	G
3.19	Set decimal place accuracy.					A	G

## 4. Presentation

A = Awareness Level
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	Knowledge and Skills	K	1	2	3	4	5
4.1	Use critical viewing skills	G	G	G	G	G	G
4.2	Operate a VCR/DVD – play, record, fast forward, rewind and pause.	G	I	I	I	I	I
4.3	Operate a video camera – turn it on/record/turn it off/use microphone techniques/ in-camera editing techniques.		A	G	G	I	I
4.4	Brainstorm and plan video organization and content: treatment (proposal), story boarding, scripting, production schedule.				A	G	G
4.5	Use production skills e.g. camera shots/movements, composition, lighting, microphone use and placement, video record, directing.				A	G	G
4.6	Use and integrate various age-appropriate multimedia (video tape, CD ROM, DVD, digital sources, Internet etc)	A	A	G	G	G	I
4.7	Create basic animation (linear and frame).	A	A	A	G	G	G
4.8	Save and edit captured media from various audio and video sources.				A	G	G
4.9	Use appropriate software to create and present slide presentations e.g IPhoto, Powerpoint etc.	A	A	G	G	I	I
4.10	Add multimedia to slides e.g illustrations, charts and sounds.				A	G	G

# **TECHNOLOGY APPLICATIONS: Knowledge and Skills K-5 Matrix**

## **Instructional Key:**

**A Awareness Level**

**The student is exposed to the technology as it is being used by others.**

**G Guided Level**

**The student begins to use the technology with the help of others.**

**I Independent Level**

**The student uses the technology without assistance.**