Pierpont Elementary School
Technology Skills by Grade Level

GRADE

K

Kindergarten

Basic Technology Skills	Word Processing Skills	Internet Skills	Programs
- Understand digital citizenship - Computer Skills: - Turn on the monitor - Turn off the monitor - Turn on the computer - Shut Down the computer - Open Application - Open Internet Browser - Verbally identify computer parts - Keyboard - Monitor - Screen - Mouse - Mouse pad - Computer - Volume Control - Headphone jack - Ipad skills - Turn off and on - Navigate to and open app - Plug in headphones - Control volume - Close an app	- Capital - Shift keys - Spacebar - Enter - Backspace/Delete - Type first name and last name - Type simple sentences - Period at the end of sentence - Capital letter at the beginning of sentence	- Open an internet browser (chrome or Internet Explorer) - Open a web-site from the desktop, favorites or a bookmark	- Microsoft Word - Internet Explorer - Google Chrome - Age appropriate web based learning games - Age appropriate Ipad based learning games

Pierpont Elementary School
Technology Skills by Grade Level

First Grade (including all skills from previous grade)

Basic Technology Skills	Word Processing Skills	Internet Skills	Programs
• Understand digital citizenship • Log off and on network independently (by October) • Verbally identify and use all computer parts • Save documents • Locate saved documents • Make Favorites • Ipad – power, open & close apps, use headphones and control volume	• Spacebar between words and sentences • Period / question mark at the end of sentences • Type first and last name • Type simple sentences • Double click to highlight a word • Change size, style, color and font • Highlight Text • Use Edit – Undo • Insert Graphics • Resize Graphics	• Open an internet browser (chrome or Internet Explorer) • Navigate to the VUSD web page • Use VUSD web page to access educational sites	• Microsoft Word or Google Pages • Internet Explorer • Google Chrome • Web or App based age appropriate learning games • Moby Max – initial assessments and weekly utilization in English and Language arts in class or homework

Pierpont Elementary School
Technology Skills by Grade Level

GRADE 2

Second Grade (including all skills from previous grades)

Basic Technology Skills	Word Processing Skills	Keyboarding Skills	Internet Skills
• Understand digital citizenship • Log off and on to network independently • Verbally identify and use all computer parts • Save documents on network Z drive • Locate saved documents on network Z drive • Make Favorites • Ipad – power, navigate, use headphones and control volume • Use ipad to take and save pictures • Access pictures taken on ipad	• Insert text border • Insert page border • Type multiple sentences • Insert name and title at the top of the document • Demonstrate awareness of spell check • Insert words into sentences and letters into words • Cut, copy, paste • Insert graphics • Resize graphics • Use text wrap with graphics • Use edit – undo • Insert border around text and page • Align text	• Use Typing Training.com to: • Demonstrate awareness of home row keys • Demonstrate first row and t,u,v, & n keys • Demonstrate proper fingering of home row keys	• Open an internet browser (chrome or Internet Explorer) • Type in the search bar • Open a web-site from the search list • Navigate to the VUSD web page • Use VUSD web page to access educational sites

Publisher Skills	PowerPoint / Slides Skills	Excel Skills (Optional)	Programs
• Insert Text • Insert Graphics	• Insert slide • Insert text and graphics • Choose a background • Present simple slide show	• Demonstrate knowledge of a spreadsheet • Identify rows and columns • Copy cut and paste • Input numbers into a spreadsheet • Demonstrate awareness of cell names	• Microsoft Word • Internet Explorer • Google Chrome • Web or App based age appropriate learning games • Moby Max – initial assessments and weekly utilization in English and Language arts in class or homework • Typing Training.com • PowerPoint or Google Slides • Publisher or Google Docs • Excel or Google Numbers (optional)

Pierpont Elementary School
Technology Skills by Grade Level

GRADE

3

Third Grade (including all skills from previous grades)

Basic Technology Skills	Word Processing Skills	Keyboarding Skills	Internet Skills
• Understand digital citizenship • Log off and on network independently • Log off and on Google Drive independently • Save documents on network Z drive • Locate and retrieve saved documents on network Z drive • Use Google drive to save documents and access saved documents • Verbally identify and use all computer parts • Make Favorites	• Create headers with name and Title • Type, edit and print paragraphs with correct formatting • Use Spell check • Create and use bulleted and numbered lists • Insert words into sentences and letters into words • Cut, copy, paste • Insert & resize graphics • Align text • Use text wrap with graphics • Use edit – undo • Insert border around text and page • Locate and use function keys	• Use Typing Training.com to: • Demonstrate awareness of home row keys • Demonstrate proper fingering of all keys • Demonstrate speed when typing	• Open an internet browser (chrome or Internet Explorer) • Type in the search bar • Open a web-site from the search list • Navigate to the VUSD web page • Use VUSD web page to access educational sites • Utilize internet to conduct research • Record sources used on the internet
Publisher Skills	**PowerPoint / Slides Skills**	**Excel Skills**	**Programs**
• Insert Text • Insert Graphics • Insert text box • Delete text, graphics and text box • Move text, graphics and text boxes • Re-size text, graphics and tex-boxes • Use text wrap • Insert word art	• Insert slide • Insert text and graphics • Choose a background • Use a design template • Present show • Set up and present a slideshow • Reorganize slides	• Demonstrate knowledge of a spreadsheet • Identify rows and columns • Copy cut and paste • Input numbers into a spreadsheet • Demonstrate awareness of cell names	• Microsoft Word • Internet Explorer • Google Chrome • Web-Based age appropriate learning games • Moby Max – initial assessments and weekly utilization in English and Language arts in class or homework • Typing Training.com • PowerPoint or Google Slides • Publisher or Google Docs • Excel or Google Numbers

Pierpont Elementary School
Technology Skills by Grade Level

GRADE **4**

Fourth Grade (including all skills from previous grades)

Basic Technology Skills	Word Processing Skills	Keyboarding Skills	Internet Skills
- Understand digital citizenship - Log off and on network independently - Log off and on Google Drive independently - Save documents on network Z drive - Locate saved documents on network Z drive - Use Google drive to save documents and access saved documents - Use Google drive to share a document - Verbally identify and use all computer parts - Make Favorites - Open email (@venturausd.org), create, send and appropriately reply to e-mail	- Create headers with name and Title - Type, edit and print paragraphs with correct formatting - Use Spell check - Create and use bulleted and numbered lists - Insert words into sentences and letters into words - Cut, copy, paste - Use word art - Insert graphics - Resize graphics - Use text wrap with graphics - Use edit – undo - Insert border around text and page - Use Thesaurus	- Use Typing Training.com to: - Demonstrate awareness of home row keys - Demonstrate proper fingering of all keys - Demonstrate speed when typing - Be able to type without looking at the keyboard	- Open an internet browser (chrome or Internet Explorer) - Type in the search bar - Open a web-site from the search list - Navigate to the VUSD web page - Use VUSD web page to access educational sites - Identify and utilize browser that is best for the task - Understand differences between browsers - Explain cloud storage - Explain web-based apps vs. software
Publisher Skills	**PowerPoint / Slides Skills**	**Excel Skills**	**Programs**
- Insert Text - Insert Graphics - Insert text box - Delete text, graphics and text box - Move text, graphics and text boxes - Re-size text, graphics and tex-boxes - Use text wrap - Utilize design templates - Insert word art - Create a bi-fold or tri-fold document	- Insert slide - Insert text and graphics - Choose a background / design template - Use transitions - Set speed to presentation - Set up and present a slideshow - Awareness of other presentation programs (Prezi, etc)	- Demonstrate knowledge of a spreadsheet - Identify rows and columns - Copy cut and paste - Input numbers into a spreadsheet - Define terms: cell, row, column, fill down, fill right, ordered pairs, formula bar - Use sum and average formulas - Print sheet - Apply colors to rows, cells and columns - Apply borders to a cell	- Microsoft Word - Internet Explorer - Google Chrome - Web-Based age appropriate learning games - Moby Max – initial assessments and weekly utilization in English and Language arts in class or homework - Typing Training.com - PowerPoint or Google Slides - Publisher or Google Docs - Excel or Google Numbers

GRADE
5

Pierpont Elementary School
Technology Skills by Grade Level

Fifth Grade (including all skills from previous grades)

Basic Technology Skills	Word Processing Skills	Keyboarding Skills	Internet Skills
- Understand digital citizenship - Log off and on network independently - Log off and on Google independently - Save documents - Locate saved documents - Use Google drive to save documents and access saved documents - Use Google drive to share a document - Use Google drive to collaboratively edit a document - Verbally identify and use all computer parts - Make Favorites - Open email (@venturausd.org), create, send and appropriately reply to e-mail	- Create headers with name and Title - Type, edit and print paragraphs with correct formatting - Use Spell check - Create and use bulleted and numbered lists - Insert words into sentences and letters into words - Cut, copy, paste - Use word art - Use, modify and manipulate shapes - Insert graphics - Resize graphics - Use text wrap with graphics - Use edit – undo - Insert border around text and page - Use Thesaurus	- Use Typing Training.com to: - Demonstrate awareness of home row keys - Demonstrate proper fingering of all keys - Demonstrate speed when typing - Be able to type without looking at the keyboard - Read from a document adjacent to the screen while typing	- Open an internet browser (chrome or Internet Explorer) - Type in the search bar - Open a web-site from the search list - Navigate to the VUSD web page - Use VUSD web page to access educational sites - Select appropriate websites for research
Excel Skills	Programs	Publisher Skills	PowerPoint / Slides Skills
- Demonstrate knowledge of a spreadsheet - Identify rows and columns - Copy cut and paste - Input numbers into a spreadsheet Define terms: cell, row, column, fill down, fill right, ordered pairs, formula bar - Use sum and average formulas - Print sheet - Apply colors to rows, cells and columns - Apply borders to a cell - Use excel to create a graph	- Microsoft Word - Internet Explorer - Google Chrome - Web-Based age appropriate learning games - Moby Max – initial assessments and weekly utilization in English and Language arts in class or homework - Typing Training.com - PowerPoint or Google Slides - Publisher or Google Docs - Excel or Google Numbers	- Insert Text - Insert Graphics - Insert text box - Delete text, graphics and text box - Move text, graphics and text boxes - Re-size text, graphics and tex-boxes - Use text wrap - Utilize design templates - Insert word art - Create a bi-fold or tri-fold document	- Insert & reorganize slides - Insert text and graphics - Use transitions - Select background / design templates - Utilize music and sound in presentations - Set speed to presentation - Set up and present a slideshow - Introduce other presentation programs (Prezi, etc)