

Educational Computer Technology Grade Two

By the end of Grade Two students will:

Basic Operations and Concepts (Foundational Skills)

- use a simple undo command to reverse an action taken
- understand that they are able to print to different printers
- choose a printer and print a document
- use correct vocabulary for operating system – document, dock, icon, menu, touchpad
- open files from the home folder
- understand that a document on the computer is similar to a document that they write/draw by hand
- understand that their computer home folder is similar to their classroom desk, cubby or backpack

Basic Operations and Concepts (Keyboarding Skills)

- use 2 hands on keyboard for text input – right hand for right side keys, left hand for left side keys

Productivity Tools (Graphics)

- use select all command to select all objects
- use more advanced drawing tools such as the polygon tool and line width
- use shift key to constrain rectangles to squares and ovals to circles
- use pen color to draw objects
- can flip objects.
- duplicate objects
- use zoom out to preview work, use zoom in for detail work.
- create a text box, enter text, format text (font, size, style, color), move text box, resize text box.
- understand that shapes made of discrete parts cannot be filled – only closed, shapes made of a continuous form can be filled
- create a simple bar graph from data entered on a spreadsheet

Productivity Tools (Data)

- understand that data entered into a spreadsheet can be shown in graphical/chart form
- enter and edit data to a spreadsheet
- create a simple bar graph from data entered on a spreadsheet
- use correct vocabulary for spreadsheet: cell, column, row, name cells appropriately i.e. A1, C6

Productivity Tools (Text)

- fix errors in typing by deletion and insertion
- use word wrap and return key appropriately

Red – Knowledge

Orange – Concepts

Blue – Skills

Green - Attitudes

- format text using font, size, style (bold and italics), and color

Communication Tools (Publish)

- enter text onto slide of presentation program
- enter graphics onto slides of presentation program
- view and stop presentation
- use basics of ComicLife program
- can create mind maps with text, symbols, links, pictures and color

Productivity Tools (Content Specific Software)

- through pre-chosen websites – click on links, use back buttons. (Internet)
- manipulate shapes, create and solve puzzles, use glue, zoom and erase tools (Shapes, Halves, Symmetry)

Social, Ethical and Human Issues (Impact of Technology)

- practice responsible use of equipment and software
- demonstrate positive social and ethical behaviors when using technology
- understand that accounts are private and that they may not log into another student's account