

Educational Computer Technology

Grade Three

By the end of Grade Three students will:

Basic Operations and Concepts (Foundational Skills)

- manipulate windows – maximize, minimize, close, move, resize
- delete files by placing them in the trash
- use correct vocabulary for the operating system – hard drive, cursor, command, hardware, software

Basic Operations and Concepts (Keyboarding Skills)

- learn proper keyboarding technique (correct fingers on keys)

Productivity Tools (Graphics)

- fill objects with color, texture, gradient
- select object parts and group together. Use ungroup to separate into individual parts
- choose appropriate commands to layer objects as needed: e.g. move/send backward, etc.
- rotate objects
- browse, search and insert clipart within a program
- use painting tools as appropriate to create a picture. Tools: selection, lasso, magic wand, paint brush, pencil, paint bucket, spray can, eraser
- know the difference between painting and drawing programs and can choose when it is appropriate to use the painting tools and when to use the drawing tools
- understand that a painting created in a painting program is similar to a physical painting
- understand that many graphics are made up of individual parts which can be grouped together or ungrouped to take apart

Productivity Tools (Data)

- modify a bar graph by changing data, modify format of bar graph by changing chart options

Productivity Tools (Text)

- use cut/copy/paste to edit text
- use alignment buttons to left, right and center justify text
- use spell check
- use zoom controls to view window for previewing and other as needed
- insert clipart from within a word processing program and manipulate art as needed

Productivity Tools (Content Specific Software)

- manipulate tetrominoes

Red – Knowledge

Orange – Concepts

Blue – Skills

Green - Attitudes

- create maps

Research Tools (Find Information)

- click to follow hyperlinks on the Internet
- use the back button to return through Internet pages
- use the home button to return to the homepage
- understand that not everything on the Internet is true

Communication Tools (Publish)

- use a presentation program to create an animation
- use a pre-made PowerPoint as an assessment tool
- use basics of ComicLife program to create and edit maps
- use basics of timeline program to create simple timelines
- create mind maps with symbols, links, text, pictures, color and size

Social, Ethical and Human Issues (Impact of Technology)

- start to troubleshoot their own questions and correct their own errors using skills taught in class
- start to appreciate the diverse powers of the computer