

Educational Computer Technology Grade Four

By the end of Grade Four students will:

Basic Operations and Concepts (Foundational Skills)

- set page orientation for desired printing
- use Select All command to select all text or objects in a document or folder
- navigate to a specific destination (such as network folder) to save a document and name the document appropriately
- navigate to a specific location to open a previously saved file
- use the simple Find command to find the location of a file by name
- use correct vocabulary for the operating system – filesaver, clipboard, finder

Basic Operations and Concepts (Keyboarding Skills)

- use proper keyboarding technique (correct fingers on keys) when entering text information

Productivity Tools (Graphics)

- change layout of clipart/graphic – wrap text, in front of text, behind text
- find images from within a program (online) and download to local computer
- find clipart/graphics from Internet
- copy online image and paste into document, save image to local computer

Productivity Tools (Data)

- browse an existing database to understand fields and records
- insert a simple graph into a word processing document
- use basics of TinkerPlots program to set up simple graphs and analyze data

Productivity Tools (Text)

- set line spacing as needed
- use electronic dictionary and thesaurus
- place page border around text
- view necessary toolbars and palettes

Productivity Tools (Audio)

- create audio files from within programs. e.g. GarageBand, PowerPoint

Productivity Tools (Video)

- use basics of iMovie – titles, transitions and clipping footage
- in groups use camcorder to film video
- storyboard a video project

Research Tools (Find Information)

- enter a URL in the address bar of a browser

Red – Knowledge

Orange – Concepts

Blue – Skills

Green - Attitudes

- use refresh button when Internet is stalled
- can find images on the Internet

Research Tools (Evaluate/Use Information)

- use information appropriately, not plagiarizing
- understand that the Internet is continually changing and this may affect information

Communication Tools (Publish)

- choose type of slide, background of slide, insert new slide and move between slides
- create mind maps
- create picture/text reports with ComicLife, using pictures from the Internet
- use basics of GarageBand – create audio, add pictures from Internet and sync
- show creativity in a presentation

Social, Ethical and Human Issues (Impact of Technology)

- work collaboratively and cooperatively with peers and others when using technology
- start to understand that computers are used in many aspects of their life even if they don't see the computer being used