

# Educational Computer Technology

## Grade Five

By the end of Grade Five students will:

### ***Basic Operations and Concepts (Foundational Skills)***

- understand the folder hierarchy of the computer
- organize their personal folder by creating new folders, naming them appropriately and placing documents into the folders
- use Apple-Tab to switch between open programs
- open an application from the applications folder on the hard drive
- use shift key and command key to select multiple objects
- cut, copy and paste objects and text
- place files onto a network server for group use
- retrieve files from a network server
- are able to choose the appropriate software program for presentation of information (Word, PPT, Excel, TinkerPlots, GarageBand, iMovie, Inspiration, AW Databases, AW Painting/Draw)
- understand that some software programs will do similar functions

### ***Basic Operations and Concepts (Keyboarding Skills)***

- use proper keyboarding skills, typing at least 15 wpm with accuracy of at least 75% when entering text

### ***Productivity Tools (Graphics)***

- scale objects by percent.
- use a timeline program to create a timeline

### ***Productivity Tools (Photos)***

- use a digital camera to take photos, use zoom feature

### ***Productivity Tools (Data)***

- use an existing database to understand concepts of finding data, sorting data, field definitions
- use a spreadsheet and edit data for accuracy, do simple formatting of data for ease of reading

### ***Productivity Tools (Text)***

- use track changes to show edits
- use grammar check
- insert pictures from internet or other sources

### ***Productivity Tools (Audio)***

- create audio files using a digital voice recorder
- create and edit audio files from within programs. e.g. GarageBand, PowerPoint

Red – Knowledge

Orange – Concepts

Blue – Skills

Green - Attitudes

### ***Productivity Tools (Video)***

- continue video editing – titles, transitions, clipping footage, music, audio, video effects

### ***Research Tools (Find Information)***

- understand parts of a URL
- understand what a search engine does and can list 3 search engines
- enter keywords into a search engine and refine keywords as necessary

### ***Research Tools (Evaluate/Use Information)***

- cite digital sources of information in a presentation or report

### ***Communication Tools (Publish)***

- continue use of GarageBand – create audio, add pictures, add music/sounds – sync all
- continue use of PowerPoint – know the rule of 6, presentation rules, layout fundamentals of color, font size
- continue use of Inspiration – individually setting up colors, shapes, font sizes to represent different levels/topics

### ***Social, Ethical and Human Issues (Impact of Technology)***

- discuss common uses of technology and advantages/disadvantages those uses cause
- discuss basic issues related to responsible use of technology and information and describe personal consequences of inappropriate use