



Caledonia Community Schools

Third Grade Instructional Technology Curriculum

2000/2001

Pre-requisite skills: All K-2nd Grade technology Curriculum


Most instructional technology skills will be learned and demonstrated in the curriculum


Standard One : Basic Operations and Concepts:

1. Students will gain a sound understanding of the operations of technology systems and te
2. Students will demonstrate proficiency in the use of technology.


Can use the following short cut /command key combinations

___  + Z = Undo

___  + W = Close Window

___  + I = Italic

___  + B = Bold

___  + U = Underline

___  + O = Open

___Rename and save a document using SAVE AS

Networking Skills:

___Can log on and off the network

___Can access, save and retrieve a document from your personal folder

Keyboarding Skills:

___Learn proper touch keyboarding techniques using a keyboarding program

___Can use proper fingering for ASDFJKL; (home row)

___Begin to work on speed to 10 WPM

___Regularly use a self-paced keyboarding program

Standard Two: Social, Ethical, and Human Issues

1. Students will understand privacy, copyright, licensing and intellectual property issues a
2. Students will practice responsible use of hardware, software and information.

___Be responsible for and take care of technology equipment

___Show proper conduct in the tech lab setting

___Sign and follow the Caledonia District Acceptable Use Policy

___Use appropriate names when saving work

___Respect the privacy of other s work/files

___Use his/her appropriate password correctly

___Responsible use of all research tools including internet & CD Rom

___Use proper Netiquette

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Standard Three: Productivity Tools

1. Students will learn and use productivity tools to enhance learning, increase productivity.
2. These will include such tools as word processing, database, spreadsheet, multimedia programs.

Word Processing Skills: (Students must complete at least 3 small projects/papers using Word typing spelling words, short sentences, poems or short stories.)

- Uses word processing to type sentences and paragraphs
- Can insert cursor before, after and between words for changes
- Use copy and paste text
- Use spell check
- Use correct spacing between punctuation and words
- Use justify icons (center, left & right)

Drawing/Paint Program Skills:

- Can create, copy and paste a picture into another document

Multimedia/Presentation skills: (Either Kid Pix or Appleworks slideshow)

- Create a simple slide show using text, drawings and/or clip art
- Can save the slide show
- Can run a slide show

Standard Four: Tools for Communication and Research

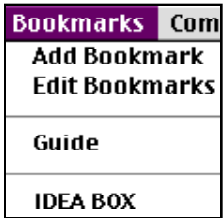
1. Students will locate, evaluate, and gather information, communicate, collaborate, publish. variety of sources include the internet and CD Roms.
2. Students will apply strategies to access the credibility of information sources.

- Can use an electronic card catalog to search for author, title and subjects.
- Can do a search on an electronic encyclopedia such as Comptons, Encarta etc. for information

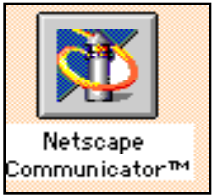
Internet skills: (Students will do at least one simple web based research activity.)

- Can log on to the Internet
- Can identify and use a browser
- Can browse the web using links correctly
- Can use backward, forward and home buttons
- Can use a previewed site or bookmark

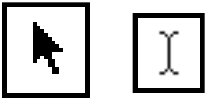
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Third Grade Vocabulary



Bookmark -a marker in your browser that allows you to store favor go back to them easily.



Browser - a program that lets you look at web sites on the inter



Cursor - on screen line that shows where keystroke will appear.



email - electronic mail is the sending and receiving of messages computer.



Justify - the action of placing text in a set position on a page,



links - text or graphics which highlighted connects to another pl web.

