

Queen of Angels Catholic School

Technology Skills Scope and Sequence

Based on the Diocese of Greensburg Technology Skills Scope and Sequence

Basic Technology Skills	Introduced	Practiced	Mastered	Applied
Open a program	K	1	2	K-12
Close a program	K	1	2	K-12
Move the mouse	K	1	2	K-12
Click with the mouse	K	1	2	K-12
Differentiate between a CD and a diskette	K	1	2	K-12
Identify the monitor	K	1	2	K-12
Identify the hard drive	K	1	2	K-12
Identify the keyboard	K	1	2	K-12
Identify the printer	K	1	2	K-12
Identify the cursor	K	1	2	K-12
Identify the mouse pad	K	1	2	K-12
Identify the mouse	K	1	2	K-12
Identify the disk drive	K	1	2	K-12
Identify the CD drive	K	1	2	K-12
Click, hold, drag	K	2	3	4-12
Insert disk	4	5	6	7-12
Save to disk	4	5	6	7-12
Use "save as" command	1	2	3	4-12
Eject disk	4	5	6	7-12
Print	1	2	3	4-12
Print ONCE	1	7	8	9-12
Handle a disk	4	5	6	7-12
Initialize a disk	9	10	11	12
Shortcut commands	3	4	5-6	7-8
Add to a scrapbook/clipboard	3	4	5-6	7-8
Delete from scrapbook/clipboard	3	4	5-6	7-8
Copy from scrapbook/clipboard	3	4	5-6	7-8
Check print monitor	5	6	7	8-12
Reboot computer	3	4	5	6-12

Word Processing Skills	Introduced	Practiced	Mastered	Applied
Change color of text	K	1-3	4	5-12

Change graphic	1	2-3	4	5-12
Cut Text	1	2-3	4	5-12
Delete a letter	K	1-3	4	5-12
Delete a paragraph	1	2-3	4	5-12
Delete a word	K	1-3	4	5-12
Select all	1	2-3	4	5-12
Back space	K	1-3	4	5-12
Use text styles bold and underline	1	2-3	4	5-12
Use shortcut commands	1	2-3	4	5-12
Use a graphic from another location	3	4	5	6-12
Use a screen capture program	7-8	9	10	11-12
Change the font	1	2-3	4	5-12
Change font size	1	2-3	4	5-12
Copy text	2	3	4	5-12
Enter text	K	1-3	4	5-12
Insert graphic	2	3	4	5-12
Justify text	2	3	4	5-12
Paste text	2	3	4	5-12
Insert a word in a sentence	1	2-3	4	5-12
Use tabs	3	4-8	9	10-12
Single space	2	3	4	5-12
Double space	2	3	4	5-12
Change print orientation	2	3	4	5-12
Use a footer with a page number	1	2-8	9	10-12
Use a header	3	4	5-6	7-12
use columns	3	4	5-6	7-12
Use indentation	3	4	5-6	7-12

Multimedia Skills	Introduced	Practiced	Mastered	Applied
Use a pre-made slide show/presentation	2	3-4		5-12
Create a new slide show/presentation	4	5-8	9	10-12
Insert text via Outline view	5	6	7	8-12
Set background/fill color (aesthetic considerations)	4	5-7	8-9	10-12
Save a new slide show/presentation	4	5-6	7-8	9-12
Move from slide to slide	4	5-6	7-8	9-12
Use the tools: paint, text, etc.	4	5-7	8-9	10-12
Use the text tool	4	5-6	7	8-12
Add narration	7	8	9	10-12
Set timing for slide show/presentation	5	6-8	9	10-12
Automate a slide show	7	8	9	10-12
Use text object	4	5-6	7	8-12
Add a button	7	8	9	10-12

Edit text	4	5-6	7	8-12
Add and edit graphics	4	5-6	7	8-12
Edit buttons	7	8	9	10-12
Add a sound	4	5-8	9	10-12
Add a variety of transitions	4	5-8	9	10-12
Add a video clip	7	8	9	10-12
Multiple directional buttons on single slide	7	8	9	10-12
Use slide show as presentation to group	4	5-6	7	8-12

CD-ROM Skills	Introduced	Practiced	Mastered	Applied
Handle a CD	K	1-4	5-8	9-12
Insert CD in drive	K	1-4	5-8	9-12
Launch CD	K	1-4	5-8	9-12
Open CD application	K	1-4	5-8	9-12
Click on icon/shortcuts	K	1-4	5-8	9-12
Close CD application	K	1-4	5-8	9-12

Keyboarding Skills	Introduced	Practiced	Mastered	Applied
Locate letters on keyboard	K	1	2	3-12
Use Shift key	K	1	2	3-12
Use Delete key	K	1	2	3-12
Use Space Bar	K	1	2	3-12
Use Return key	K	1	2	3-12
Use Arrow keys	K	1	2	3-12
Locate/use number keys	1	2	3	4-12
Use Alt key	1	2	3	4-12
Use Control key	1	2	3	4-12
Use Page Up/Page Down keys	1	2	3	4-12
Use Home/End keys	1	2	3	4-12
Use the CAPS Lock key	1	2	3	4-12
Use Enter key	1	2	3	4-12
Use Tab key	1	2	3	4-12
Use Keypad	1	2	3	4-12
Use numerical operators	3	4	5	6-12
Identify home row	3	4	5	6-12
Ergonomic finger placement/keying	4	5	6	7-12

Draw/Paint Skills	Introduced	Practiced	Mastered	Applied
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Identify/Understand Tools	K	1-2	3	4-12
Use Toolbars to create picture	K	1-2	3	4-12
Use Color Palate	K	1-2	3	4-12
Edit image	K	1-2	3	4-12
Delete/Resize object	K	1-2	3	4-12
Use Paint Fill tool	K	1-2	3	4-12
Aesthetic color choice(s)/combinations	3	4	5	6-12
Differentiate Paint/Draw features	3	4	5	6-12
Save As picture file/extension	7	8	9	10-12
Convert image file/format	7	8	9	10-12

Spreadsheet Skills	Introduced	Practiced	Mastered	Applied
Understand Spreadsheet use(s)	K	1-6	7	8-12
Identify label, number, formula	4	5-6	7	8-12
Identify cell	K	1-6	7	8-12
Enter data into cell	K	1-6	7	8-12
Identify formula bar	7	8	9	10-12
Enter formula into cell	7	8	9	10-12
Change column width	1	2-6	7	8-12
Change row height	4	5-6	7	8-12
Change font, size, style in cell	1	2-6	7-9	10-12
Change alignment of cell, row, column	1	2-6	7-9	10-12
Fill color to cell, row, column	4	5-6	7	8-12
Edit a cell	1	2-6	7-9	10-12
Cut/paste from/to cell, row, column, worksheet	7	8	9	10-12
Set cell, row, column attributes	5	6	7-9	10-12
Insert column	5	6	7-9	10-12
Insert row	5	6	7-9	10-12
Create chart	1	2-6	7	8-12
Edit chart	1	2-6	7	8-12
Create graph	1	2-6	7	8-12
Edit graph	1	2-6	7	8-12
Page Setup features: orientation (landscape/portrait), margins, etc.	4	5-6	7	8-12
Reorder row/column alphabetically, numerically, etc.	4	5-6	7	8-12
Create Labels	7	8	9	10-12
Create Forms	7	8	9	10-12
Create Fields	7	8	9	10-12
Set Field Attributes	7	8	9	10-12

WWW Navigation Skills	Introduced	Practiced	Mastered	Applied
Appropriate/ethical web use (Safety, Educational, etc.)	1	2-6	7	8-12
Open web browser	1	2-6	7	8-12
Locate URL	1	2-6	7	8-12
Create/set bookmark (Favorite)	4	5-6	7	8-12
Use search engine	3	4-6	7	8-12
Use History for previous sites accessed	4	5-6	7	8-12
Use Home locator on web page	4	5-6	7	8-12
Print web page (not entire site)	4	5-6	7	8-12
Broad Search	4	5-6	7	8-12
Specific Search	4	5-6	7	8-12
Copy web image	3	4-6	7	8-12
Paste web image to document	3	4-6	7	8-12
Save web documentation	4	5-6	7	8-12
Save URL/web citation	4	5-6	7	8-12
Navigate multiple web browsers	4	5-6	7	8-12

Network Skills	Introduced	Practiced	Mastered	Applied
Use Log-in Username	K	1-2	3	4-12
Use Log-in Password	K	1-2	3	4-12
Set Personal Password (complex/secure)	3	4	5	6-12
Procedure for forgotten password	3	4	5	6-12
Check/Verify network connection	3	4	5	6-12
Save files to User Drive	3	4	5	6-12
Save files to Share Folder	3	4	5	6-12
Access saved user files	3	4	5	6-12
Access share folder files	3	4	5	6-12
Access/use network/software applications	1	2	3	4-12

Legal/Ethical Skills	Introduced	Practiced	Mastered	Applied
Acceptable Use Policy reviewed/signed by user & family	K	1	2	3-12
Demonstrate appropriate technology Use	K	1	2	3-12
Demonstrate appropriate technology/digital communication etiquette	K	1	2	3-12
Understanding/adhering to copyright laws	4	5	6	7-12
Understanding/adhering to plagiarism laws	3	4	5	6-12

Electronic media cited correctly	3	4	5	6-12
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Digital Photography	Introduced	Practiced	Mastered	Applied
Take digital camera photo	4	5	6	7-12
View digital camera image	4	5	6	7-12
Upload/download digital camera image to computer	4	5	6	7-12
Print digital camera image(s)	4	5	6	7-12
Digital Camera settings	6	7	8	9-12
Aesthetics/background for digital image(s)	6	7	8	9-12
Delete digital camera image(s)	4	5	6	7-12
Edit/resize digital image(s)	4	5	6	7-12
Insert/remove disks/memory card	4	5	6	7-12
Camera settings fro date, time, battery status, etc.	6	7	8	9-12
Brightness/Contrast settings	4	5	6	7-12
Locate, open and replace battery	4	5	6	7-12

Desktop Publishing Skills	Introduced	Practiced	Mastered	Applied
Create new document using template	1	2-6	7-8	9-12
Create new document	1	2-7	8	9-12
Create image frame	4	5-6	7-8	9-12
Create text frame	4	5-6	7-8	9-12
Set text wrap-around for image	3	4-7	8	9-12
Resize image	3	4-6	7-8	9-12
Set/use multiple columns	4	5-7	8	9-12
Set background/fill	6	7	8	9-12
Copy/paste into document	3	4-6	7-8	9-12

Web Creation Skills	Introduced	Practiced	Mastered	Applied
Create web page using district standard software	5	6-8	9-10	11-12
Create frames/tables appropriate for web page design	6	7	8	9-12
View local web page in browser	5	6-8	9-10	11-12
Add image(s) to web page	5	6-8	9-10	11-12
Resize images via Adobe PageMaker to web standard size	6	7	8	9-12
Use web friendly font styles, size, color	5	6-8	9-10	11-12
Create internal & external links	6	7	8	9-12
Post webpage	5	6-8	9-10	11-12

Video Technology Skills	Introduced	Practiced	Mastered	Applied
Video tape activity	7	8	9	10-12
Use appropriate camera settings	7	8	9	10-12
Awareness/adjustment of lighting/lighting effects	7	8	9	10-12
Transfer/save video to other digital media:CD, DVD,Streaming Video	9	10	11	12
Transfer video to computer for editing with specialized software/hardware	9	10	11	12
Edit/combine video clips	9	10	11	12
Add soundtrack	9	10	11	12
Alter sound track	9	10	11	12
Save video to Quick Time	9	10	11	12
Update existing web page	6	7	8	9-12

Media Use Skills: Floppy, CD-ROM, DVD,etc.	Introduced	Practiced	Mastered	Applied
Differentiate between diskette (floppy), CD, DVD	4	5	6	7-12
Handle floppy, CD, DVD disks	4	5	6	7-12
Insert floppy disk into floppy drive	4	5	6	7-12
Launch application/program from floppy using Windows Explorer	4	5	6	7-12
Format floppy disk if necessary	4	5	6	7-12
Save to floppy disk	4	5	6	7-12
Close application/program	4	5	6	7-12
Remove/eject CD from CD drive	4	5	6	7-12
Insert CD into CD ROM drive	4	5	6	7-12
Launch CD application/program from CD using Windows Explorer	4	5	6	7-12
Format CD for read/write access	7	8	9	10-12
Save to CD (burn or write)	7	8	9	10-12
Close CD application	4	5	6	7-12
Remove/eject CD from CD drive	4	5	6	7-12
Insert DVD into DVD drive	6	7	8	9-12
Launch DVD application/program from DVD using Windows Explorer	6	7	8	9-12
Format DVD for read/write access	6	7	8	9-12
Save to DVD (burn or write)	6	7	8	9-12
Close DVD application	6	7	8	9-12
Remove/eject DVD from DVD drive	6	7	8	9-12

Kindergarten, Grade 1 and Grade 2 explore the fundamentals of Microsoft (MS) Windows, MS Paint, MS Word, and MS Excel. The students learn the Parts of a Computer and begin to learn research skills. Keyboarding skills are practiced.

Grade 3 and Grade 4 continue to explore and expand upon prior knowledge of MS Windows, MS Word, and MS Excel. MS PowerPoint is introduced. File management in the Windows environment is learned and used. Advanced features in MS Paint are used to make changes to graphics and images. Keyboarding skills are strengthened. Research skills and Internet safety and Ethics are addressed.

Grade 5 and Grade 6 continue to explore and expand upon prior knowledge and use this knowledge to create projects and activities for their other classes. The students also learn beginning animation techniques using MS Paint and MS PowerPoint. Keyboarding skills are strengthened. Research skills and Internet safety and Ethics are addressed.

Grade 7 and Grade 8 continue to explore and expand upon prior knowledge and use this knowledge to create projects and activities for their other classes. They learn to create forms in MS Word and create interactive educational games in MS PowerPoint. The seventh graders visit the Challenger Space Center at Wheeling-Jesuit University to participate in *Voyage to Mars*, *Return to the Moon* or *Rendezvous with a Comet*. The computer lab and science labs are used for research and activities in preparation for the field trip. After the field trip, the students create and deliver a PowerPoint during a Press Conference presented to students and parents. MS Movie Maker is used to create a lasting slide show of the Challenger experience. Eighth graders create a Power Point or a Web Site reflecting their years at Queen of Angels. They present this project to their parents at the end of the year student led conference. Keyboarding skills are strengthened. Research skills and Internet safety and Ethics are addressed. When the eighth graders leave Queen of Angels Catholic School, they take with them an electronic portfolio that includes all of their computer files from Grade 3 on.

As technology changes, new techniques and activities are introduced to the classes. Technology is integrated and infused into the curriculum at all grade levels and into each of the subject areas.