

Learning with Computers, Levels K-8

Thomson / South-Western

Suggested Computer Literacy Scope and Sequence

Standards based on the National Educational Technology Standards (NETS)

Key: A = Awareness | I = Introduce | R = Reinforce | M = Master/Maintain | ▪ = not applicable

Skill No.	Skill	K	1	2	3	4	5	6	7	8
1	Basic Operations and Concepts									
1-1	Using the Computer									
1-1-1	Use correct posture at the computer	I	R	R	R	R	R	R	R	R
1-1-2	Use computer terminology appropriately	A/I	A/I	A/I	R	R	R	R	R	R
1-1-3	Identify and use the parts of a computer:	A/I	A/I	A/I	R	R	M	M	R/M	R/M
1-1-3-1	Use the keyboard (Enter/Return, Spacebar, arrow keys, Esc, Tab, and other keys)	A/I	A/I	A/I	R	R	M	M	M	M
1-1-3-2	Use the mouse:	A/I	I	R	M	M	M	M	R/M	R/M
1-1-3-2-1	Point and click	A/I	I	R	M	M	M	M	M	M
1-1-3-2-2	Double-click	A/I	I	R	M	M	M	M	M	M
1-1-3-2-3	Right-click	▪	▪	▪	▪	▪	▪	I	R	R
1-1-3-2-4	Drag	A/I	I	R	M	M	M	M	M	M
1-1-3-3	Use and properly care for diskettes and CD-ROMs	A/I	A/I	A/I	R	R	R	R	R	R
1-2	Using the Computer's Operating System									
1-2-1	Recognize desktop icons and their functions:	A/I	A/I	I	R	R	M	M	M	M
1-2-1-1	My Computer	A/I	A/I	I	R	R	M	M	M	M
1-2-1-2	My Documents	A/I	A/I	I	R	R	M	M	M	M
1-2-1-3	Recycle Bin	A/I	A/I	I	R	R	M	M	M	M
1-2-1-4	Application icons	A/I	A/I	I	R	R	M	M	M	M
1-2-2	Use the Start menu:	A/I	A/I	A/I	I/R	R/M	R/M	R/M	R/M	M
1-2-2-1	Open applications and documents	A/I	A/I	I	R	M	M	M	M	M
1-2-2-2	Find or search for files and folders	A/I	A/I	I	R	R	R	R	R	M

Skill No.	Skill	K	1	2	3	4	5	6	7	8
1-2-2-3	Multitask by opening and using two applications at once	▪	▪	A/I	I	R	R	R	R	M
1-2-2-4	Use the taskbar	▪	▪	A/I	I	R	R	M	M	M
1-2-2-5	Open, close, minimize, maximize, and restore windows	A/I	I	R	M	M	M	M	M	M
1-2-2-6	Create and use a structure of files and folders:	A/I	A/I	I	R	M	M	M	M	M
1-2-2-6-1	Create, name, and save files	A/I	A/I	I	R	M	M	R	R	M
1-2-2-6-2	Create and delete folders	▪	▪	▪	▪	I	I/R	R	R	M
1-3	Using Applications									
1-3-1	Start an application (Start menu, desktop icon)	A/I	A/I	I	R	M	M	M	M	M
1-3-2	Create, name, and save documents, worksheets, presentations, and databases	A/I	A/I	I	R	M	M	M	M	M
1-3-3	Open, modify, and save existing documents, worksheets, presentations, and databases:	A/I	A/I	I	R	M	M	M	M	M
1-3-3-1	Use the Save As and Save commands appropriately	▪	A/I	A/I	I	R	M	M	M	M
1-3-3-2	Open files from and save files to a network folder, the hard drive, diskette, or other storage media	▪	▪	▪	I	R	M	M	M	M
1-3-4	Preview and print documents, worksheets, presentations, and database reports	A/I	I	R	M	M	M	M	M	M
1-3-5	Perform tasks using menus, buttons, and shortcuts:	A/I	A/I	A/I	I/R	R	R/M	M	M	M
1-3-5-1	Menu commands	A/I	A/I	A/I	I	R	M	M	M	M
1-3-5-2	Toolbar buttons	▪	A/I	A/I	R	R	R	M	M	M
1-3-5-3	Shortcut menus	▪	▪	▪	▪	▪	▪	I	R	R
1-3-5-4	Keyboard shortcuts	▪	▪	A/I	I	R	R	M	M	M
1-3-6	Use the vertical and horizontal scroll bars	A/I	I	R	M	M	M	M	M	M
1-3-7	Use online Help	▪	▪	▪	I	R	R	M	M	M
1-3-8	Use task panes	▪	▪	▪	▪	▪	I/R	M	M	M
1-3-9	Exit an application (File menu, Close button)	▪	▪	▪	▪	▪	▪	I	R	M
1-3-10	Integrate data between word processing, worksheet, and presentation applications	▪	▪	▪	▪	▪	▪	I	R	R
2	Social, Ethical, and Human Issues									
2-1	Collaborate with other classmates as a team member	A/I	A/I	A/I	R	R	R	R	R	R

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2-2	Demonstrate appropriate behavior when using computers	A/I	A/I	A/I	R	R	R	R	R	R
2-3	Respect the privacy of other students' work	A/I	A/I	A/I	R	R	R	R	R	R
2-4	Understand and respect copyright laws	▪	A/I	A/I	I	R	R	R	R	R
2-5	Know the history of computers	▪	▪	▪	▪	I	R	R	R	M
2-6	Understand computer lab policies and procedures	A/I	A/I	A/I	R	R	R	M	M	M
3	Technology Productivity Tools									
3-1	Keyboarding									
3-1-1	Demonstrate proper hand, finger, & body position	A/I	R	R	R	R	R	M	M	M
3-1-2	Use correct finger reaches from home row to top/bottom row keys	A/I	I/R	I/R	R	R	R	M	M	M
3-1-3	Perform touch typing	A/I	I/R	I/R	R	R	R	M	M	M
3-1-3-1	Key words	I	R	R	R	R	M	M	M	M
3-1-3-2	Key sentences	▪	I	R	R	R	R	M	M	M
3-1-3-3	Key paragraphs	▪	▪	I	R	R	R	R	M	M
3-1-4	Demonstrate proper use of special keys (Spacebar, Enter/Return, Shift, Tab, Delete, Backspace, arrow keys, Caps Lock, Ctrl, Alt, Home, Insert, and so forth)	A/I	I/R	R	R	R	R	M	M	M
3-1-5	Use the top row of the keyboard for numeric keying	▪	▪	▪	▪	▪	I	R	R	R
3-1-6	Use the numeric keypad to key numbers	▪	▪	▪	▪	▪	▪	I	R	R

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3-2	Word Processing									
3-2-1	Identify intended use: describe how a word processing application is used to create different types of documents such as:	A/I	A/I	A/I	R	R	R	R/M	R/M	R/M
3-2-1-1	Simple, one-or two-paragraph document	I	I	R	R	R	R	R	R	R
3-2-1-2	Single-page report	▪	▪	▪	▪	▪	▪	I	R	R
3-2-1-3	Multiple-page report	▪	▪	▪	▪	▪	▪	I	R	R
3-2-1-4	Report cover sheet	▪	▪	▪	▪	▪	▪	▪	I	R
3-2-1-5	Block-style letter	▪	▪	▪	▪	▪	▪	I	R	M
3-2-1-6	Modified block-style letter	▪	▪	▪	▪	▪	▪	▪	I	R
3-2-1-7	Envelope	▪	▪	▪	▪	▪	▪	I	R	R
3-2-1-8	Label	▪	▪	▪	▪	▪	▪	▪	I	R
3-2-1-9	Multiple letters and envelopes using mail merge	▪	▪	▪	▪	▪	▪	▪	▪	I
3-2-1-10	Outline	▪	▪	▪	▪	▪	▪	▪	I	R
3-2-1-11	Infographic (newsletters, flyers, and so forth)	▪	▪	▪	▪	▪	I	R	R	R
3-2-2	Understand word wrap	I	I	R	R	R	R	M	M	M
3-2-3	Use proofreaders' marks	▪	▪	▪	▪	▪	I	R	M	M
3-2-4	Switch between different editing views (Normal and Print Layout)	▪	▪	▪	▪	▪	▪	I	R	R
3-2-5	Identify the insertion point and reposition it with the:	A/I	I	R	M	M	M	M	M	M
3-2-5-1	I-beam pointer	A/I	I	R	M	M	M	M	M	M
3-2-5-2	Arrow keys	A/I	I	R	M	M	M	M	M	M
3-2-5-3	Keyboard shortcuts (Ctrl+Home, Ctrl+End, Page Up, Page Down, and so forth)	▪	▪	▪	▪	▪	▪	I	R	R
3-2-6	Change page setup:	▪	▪	I	R	I/R	R/M	R/M	R/M	R/M
3-2-6-1	Set document margins	▪	▪	▪	▪	I	R	R	R	M
3-2-6-2	Set page orientation (Portrait and Landscape)	▪	▪	I	R	R	M	M	M	M
3-2-6-3	Change vertical text alignment	▪	▪	▪	▪	▪	▪	▪	I	R
3-2-6-4	Insert page breaks	▪	▪	▪	▪	▪	▪	I	R	R
3-2-6-5	Insert section breaks	▪	▪	▪	▪	▪	▪	I	R	R

Skill No.	Skill	K	1	2	3	4	5	6	7	8
3-2-7	Format paragraphs:	A/I	I	R	M	I/M	R/M	M	M	M
3-2-7-1	Set line spacing	▪	▪	▪	▪	▪	▪	I	R	R
3-2-7-2	Set horizontal text alignment using:	A/I	I	R	M	I/M	R/M	M	M	M
3-2-7-2-1	Left alignment	▪	▪	▪	▪	I	R	M	M	M
3-2-7-2-2	Center alignment	A/I	I	R	M	M	M	M	M	M
3-2-7-2-3	Right alignment	▪	▪	▪	▪	▪	▪	▪	I	R
3-2-7-2-4	Justified alignment	▪	▪	▪	▪	▪	▪	▪	▪	I
3-2-7-3	Set indents using:	▪	▪	▪	▪	▪	▪	I	R	R
3-2-7-3-1	First Line	▪	▪	▪	▪	▪	▪	I	R	R
3-2-7-3-2	Hanging	▪	▪	▪	▪	▪	▪	▪	▪	I
3-2-7-3-3	Left	▪	▪	▪	▪	▪	▪	I	R	R
3-2-7-3-4	Right	▪	▪	▪	▪	▪	▪	▪	I	R
3-2-7-4	Set tabs using:	▪	▪	▪	▪	▪	▪	I	R	R/M
3-2-7-4-1	Left	▪	▪	▪	▪	▪	I	R	M	M
3-2-7-4-2	Center	▪	▪	▪	▪	▪	▪	I	R	R
3-2-7-4-3	Right	▪	▪	▪	▪	▪	▪	I	R	R
3-2-7-4-4	Decimal	▪	▪	▪	▪	▪	▪	I	R	R
3-2-7-4-5	Clear tabs	▪	▪	▪	▪	▪	▪	▪	I	R
3-2-7-4-6	Add tab leaders	▪	▪	▪	▪	▪	▪	▪	I	R
3-2-7-5	Show/hide Formatting Marks	▪	▪	▪	▪	▪	▪	I	R	R
3-2-8	Select, insert, and delete text:	A/I	A/I	A/I	I	R	R	M	M	M
3-2-8-1	Insert text at the insertion point	A/I	A/I	A/I	I	R	M	M	M	M
3-2-8-2	Select text using:	A/I	I	R	M	M	M	M	M	M
3-2-8-2-1	Use the I-beam mouse pointer	A/I	I	R	M	M	M	M	M	M
3-2-8-2-2	Use the keyboard	A/I	I	R	M	M	M	M	M	M
3-2-8-2-3	Use keyboard/mouse selection shortcuts	▪	▪	▪	▪	▪	▪	I	R	R
3-2-8-3	Delete text using the Delete and Backspace keys	A/I	A/I	A/I	I	R	R	M	M	M
3-2-9	Format characters:	A/I	A/I	I	R	M	M	M	M	M
3-2-9-1	Change font face (typeface), size, and color	A/I	A/I	I	R	M	M	M	M	M

Skill No.	Skill	K	1	2	3	4	5	6	7	8
3-2-9-2	Use Bold, Italic, and Underline styles	A/I	A/I	I	R	M	M	M	M	M
3-2-9-3	Change Case	▪	▪	▪	▪	▪	▪	I	R	R
3-2-9-4	Apply a character or paragraph style	▪	▪	▪	▪	▪	▪	▪	I	R
3-2-9-5	Use Format Painter	▪	▪	▪	▪	▪	▪	I	R	R
3-2-9-6	Apply special font effects	▪	▪	▪	▪	▪	▪	▪	I	R
3-2-9-7	Drop cap	▪	▪	▪	▪	▪	▪	▪	I	R
3-2-10	Use proofing tools:	▪	▪	▪	I	I/R	R	M	M	M
3-2-10-1	Check spelling and grammar	▪	▪	▪	I	R	R	M	M	M
3-2-10-2	Use the thesaurus	▪	▪	▪	▪	I	R	M	M	M
3-2-11	Move and copy text:	▪	▪	I	R	R	M	M	M	M
3-2-11-1	Use the Cut, Copy, and Paste commands and buttons	▪	▪	I	R	R	M	M	M	M
3-2-11-2	Use Drag-and-Drop	▪	▪	▪	▪	▪	▪	▪	I	R
3-2-12	Enhance document appearance:	A/I	A/I	I	R	R	M	M	M	M
3-2-12-1	Create bulleted or numbered lists	▪	▪	▪	▪	▪	I	R	R	M
3-2-12-2	Insert symbols and special characters	▪	▪	▪	▪	▪	▪	I	R	R
3-2-12-3	Insert clip art and wrap text	▪	A/I	I	R	R	M	M	M	M
3-2-12-4	Use the drawing tools	A/I	A/I	I	R	M	M	M	M	M
3-2-12-5	Insert dates	▪	▪	▪	▪	I	R	R	M	M
3-2-12-6	Insert page numbers	▪	▪	▪	▪	I	R	R	M	M
3-2-12-7	Insert headers and footers	▪	▪	▪	▪	▪	▪	I	R	R
3-2-12-8	Create and format tables	▪	▪	▪	▪	▪	I	R	R	R
3-2-12-9	Create columns	▪	▪	▪	▪	▪	I	R	R	R
3-2-12-10	Add footnotes and endnotes to cite sources	▪	▪	▪	▪	▪	▪	I	R	R
3-2-12-11	Apply borders and shading	▪	▪	▪	▪	▪	▪	▪	I	R
3-2-13	Find and replace text	▪	▪	▪	▪	I	R	R	R	M
3-2-14	Save a document as a Web page	▪	▪	▪	▪	▪	▪	▪	I	R
3-2-15	Undo/Redo actions	▪	▪	▪	▪	▪	▪	I	R	R
3-2-16	Zoom a document	▪	▪	▪	▪	▪	▪	I	R	R

Skill No.	Skill	K	1	2	3	4	5	6	7	8
3-3	Presentations and Multimedia									
3-3-1	Identify intended use: describe how slide shows with graphics, multimedia, and data integrated from other applications are used to assist in the presentation of ideas and facts to an audience either electronically or in printed form	A/I	A/I	I	R	R	R	R	M	M
3-3-2	Create a slide show:	▪	▪	▪	I	R	R	R/M	R/M	R/M
3-3-2-1	Use a design template	▪	▪	▪	I	R	R	R	R	R
3-3-2-2	Use the AutoContent Wizard	▪	▪	▪	▪	▪	▪	▪	I	R
3-3-2-3	Insert slides using different slide layouts	▪	▪	▪	I	R	R	M	M	M
3-3-2-4	Add and edit text on slides	▪	▪	▪	I	R	R	M	M	M
3-3-2-5	Run a slide show	▪	▪	▪	I	R	R	M	M	M
3-3-2-5-1	Set up a slide show	▪	▪	▪	▪	▪	▪	▪	I	R
3-3-2-6	Print Preview slides	▪	▪	▪	▪	▪	▪	I	R	R
3-3-2-7	Print slides and audience handouts	▪	▪	▪	▪	▪	▪	I	R	R
3-3-3	Switch between different views (Normal, Slide Sorter, Slide Show, and Notes Page)	▪	▪	▪	▪	▪	I	R	M	M
3-3-4	Work with the slide masters	▪	▪	▪	▪	▪	▪	▪	I	R
3-3-5	Modify an existing slide show:	A/I	A/I	I	R	R/M	R/M	R/M	R/M	R/M
3-3-5-1	Apply a slide design	▪	▪	▪	I	R	R	R	R	R
3-3-5-2	Move and delete slides	▪	▪	▪	I	R	M	M	M	M
3-3-5-3	Insert headers and footers	▪	▪	▪	▪	▪	▪	I	R	R
3-3-5-4	Change the slide design	▪	▪	▪	▪	▪	▪	I	R	R
3-3-5-5	Change the slide design color scheme	▪	▪	▪	▪	▪	▪	▪	I	R
3-3-5-6	Change the slide background	▪	▪	▪	I	R	M	M	M	M
3-3-5-7	Use the drawing tools	A/I	A/I	I	R	M	M	M	M	M
3-3-5-8	Insert and resize clip art and pictures	A/I	A/I	I	R	R/M	M	M	M	M
3-3-5-7-1	Work with grids and guides	▪	▪	▪	▪	▪	▪	▪	▪	I
3-3-5-7-2	Insert diagrams	▪	▪	▪	▪	▪	▪	▪	I	R
3-3-5-9	Cut, copy, and paste slide objects	A/I	I	R	R	R	M	M	M	M

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3-3-5-10	Insert audio and video clips	▪	▪	▪	▪	I	R	R	R	R
3-3-5-11	Apply transitions and timings	▪	▪	▪	▪	I	R	R	R	R
3-3-5-12	Apply animation:	▪	▪	▪	▪	▪	▪	I	I/R	R
3-3-5-12-1	Apply custom animation to slide elements	▪	▪	▪	▪	▪	▪	▪	I	R
3-3-5-12-2	Apply an animation scheme to the entire presentation	▪	▪	▪	▪	▪	▪	I	R	R
3-3-6	Create hyperlinks	▪	▪	▪	▪	▪	▪	I	R	R
3-3-7	Develop multimedia presentation with sources cited	▪	▪	▪	▪	▪	I	R	R	R
3-3-8	Save a presentation as a Web page	▪	▪	▪	▪	▪	▪	▪	I	R
3-3-9	Insert slides from files	▪	▪	▪	▪	▪	▪	▪	I	R
3-4	Worksheets (or Spreadsheets)									
3-4-1	Identify intended use: describe how worksheets are used to analyze data and solve problems	A/I	A/I	A/I	R	R	R	R	R	R
3-4-2	Create a new workbook	▪	▪	▪	▪	▪	▪	I	R	R
3-4-3	Open, modify, and save an existing workbook	▪	▪	▪	▪	▪	▪	I	R	R
3-4-4	Use worksheets:	A/I	A/I	A/I	I/R	R/M	R/M	R/M	R/M	R/M
3-4-4-1	Identify cells, columns, and rows, and ranges	A/I	A/I	A/I	R	R	R	M	M	M
3-4-4-2	Navigate in a worksheet using the mouse pointer and the keyboard	A/I	A/I	A/I	R	M	M	M	M	M
3-4-4-3	Add and edit data in cells	A/I	A/I	A/I	R	M	M	M	M	M
3-4-4-4	Insert and delete columns and rows	▪	▪	▪	I	R	R	M	M	M
3-4-4-5	Select cells, columns, rows, ranges, and the entire worksheet	▪	▪	▪	I	R	R	R	R	R
3-4-4-6	Format a worksheet:	▪	▪	▪	▪	I	R	R/M	R/M	R/M
3-4-4-6-1	Change fonts and apply font styles	▪	▪	▪	▪	I	R	R	R	M
3-4-4-6-2	Center cell contents across a range	▪	▪	▪	▪	▪	▪	I	R	R
3-4-4-6-3	Align text horizontally in cells	▪	▪	▪	▪	I	R	M	M	M
3-4-4-6-4	Add borders and shading to cells	▪	▪	▪	▪	I	R	M	M	M
3-4-4-6-5	Apply the Currency, Percent, and Comma styles to numbers	▪	▪	▪	▪	▪	▪	I	R	R
3-4-4-6-6	Insert and format dates	▪	▪	▪	▪	▪	▪	I	R	R

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3-4-4-6-7	Change column width	▪	▪	▪	▪	▪	▪	I	R	R
3-4-4-6-8	Change row height	▪	▪	▪	▪	▪	▪	▪	I	R
3-4-4-6-9	Indent Cell Contents	▪	▪	▪	▪	▪	▪	▪	I	R
3-4-4-6-10	Group and ungroup worksheets	▪	▪	▪	▪	▪	▪	▪	▪	I
3-4-5	Create formulas:	▪	▪	▪	I	R	R	R	R	M
3-4-5-1	Create simple formulas to add, subtract, multiply, and divide	▪	▪	▪	I	R	R	R	R	R
3-4-5-2	Use Functions:	▪	▪	▪	▪	▪	▪	I	R	M
3-4-5-2-1	Use the AutoSum button	▪	▪	▪	I	R	M	M	M	M
3-4-5-2-2	SUM	▪	▪	▪	▪	I	R	R	M	M
3-4-5-2-3	AVG	▪	▪	▪	▪	▪	I	R	M	M
3-4-5-2-4	MIN	▪	▪	▪	▪	▪	▪	I	R	R
3-4-5-2-5	MAX	▪	▪	▪	▪	▪	▪	I	R	R
3-4-5-2-6	NOW	▪	▪	▪	▪	▪	▪	▪	I	R
3-4-5-2-7	IF	▪	▪	▪	▪	▪	▪	▪	▪	I
3-4-5-2-8	TODAY	▪	▪	▪	▪	▪	▪	▪	I	R
3-4-6	Cut, copy, and paste worksheet data	▪	▪	▪	▪	▪	▪	I	R	R
3-4-7	Create worksheet headers and footers	▪	▪	▪	▪	▪	▪	▪	I	R
3-4-8	Preview and print worksheets	▪	▪	▪	▪	▪	I	R	M	M
3-4-8-1	Set margins	▪	▪	▪	▪	▪	▪	▪	I	R
3-4-8-2	Change page orientation	▪	▪	▪	▪	▪	▪	▪	I	R
3-4-8-3	Print gridlines and column headings	▪	▪	▪	▪	▪	▪	▪	I	R
3-4-8-4	Size to fit	▪	▪	▪	▪	▪	▪	▪	▪	I
3-4-9	Create charts, insert clip art, use drawing tools:	▪	▪	▪	▪	▪	I	I/R	R	R
3-4-9-1	Create and format a chart on its own chart sheet	▪	▪	▪	▪	▪	▪	I	R	R
3-4-9-2	Create and format an embedded chart	▪	▪	▪	▪	▪	I	R	R	R
3-4-9-3	Insert clip art	▪	▪	▪	▪	▪	▪	I	R	R
3-4-9-4	Use the drawing tools	▪	▪	▪	▪	▪	▪	I	R	R
3-4-10	Sort data	▪	▪	▪	▪	▪	▪	I	R	R
3-4-11	Use AutoFill	▪	▪	▪	▪	▪	▪	I	R	R

Skill No.	Skill	K	1	2	3	4	5	6	7	8
3-4-12	Filter data	▪	▪	▪	▪	▪	▪	▪	I	R
3-4-13	Calculate Subtotals	▪	▪	▪	▪	▪	▪	▪	I	R
3-5	Database									
3-5-1	Identify intended use: describe a database and how it is used to store, manipulate, and report data	A/I	A/I	A/I	R	R	R	R	R	R
3-5-2	Create a new database	▪	▪	▪	▪	I	R	R	R	R
3-5-3	Open and update an existing database	A/I	A/I	A/I	R	R	R	R	R	R
3-5-4	Navigate between database objects	▪	▪	▪	▪	▪	▪	I	R	R
3-5-5	Create and work with database objects:	▪	▪	▪	▪	I	R	R/M	R/M	R/M
3-5-5-1	Use Tables:	▪	▪	▪	▪	I	R	R/M	R/M	R/M
3-5-5-1-1	Create a table using a wizard	▪	▪	▪	▪	I	R	M	M	M
3-5-5-1-2	Work with a table in Datasheet view:	▪	▪	▪	▪	I	R	M	M	M
3-5-5-1-2-1	Navigate in a table	▪	▪	▪	▪	I	R	M	M	M
3-5-5-1-2-2	Insert, modify, and delete a record	▪	▪	▪	▪	I	R	M	M	M
3-5-5-1-2-3	Add and edit data	▪	▪	▪	▪	I	R	M	M	M
3-5-5-1-2-4	Find (or search for)data	▪	▪	▪	▪	I	R	R	R	R
3-5-5-1-2-5	Sort data	▪	▪	▪	▪	I	R	R	R	R
3-5-5-1-2-6	Filter data	▪	▪	▪	▪	▪	▪	I	R	R
3-5-5-1-2-7	Preview and Print a datasheet	▪	▪	▪	▪	▪	▪	I	R	R
3-5-5-1-3	Switch between Datasheet and Design view	▪	▪	A/I	R	R	M	M	M	M
3-5-5-1-4	Create a table in Design view	▪	▪	A/I	R	R	M	M	M	M
3-5-5-1-5	Insert, modify, and delete a field in Design view	▪	▪	A/I	R	R	M	M	M	M
3-5-5-2	Use Queries:	▪	▪	▪	▪	▪	▪	▪	I	I/R
3-5-5-2-1	Create a query using a wizard	▪	▪	▪	▪	▪	▪	▪	I	R
3-5-5-2-2	Create a query using Design View	▪	▪	▪	▪	▪	▪	▪	▪	I
3-5-5-2-3	Run a query	▪	▪	▪	▪	▪	▪	▪	I	R
3-5-5-3	Use Forms:	▪	▪	▪	▪	▪	▪	I	R	R
3-5-5-3-1	Use AutoForm	▪	▪	▪	▪	▪	▪	I	R	R

Skill No.	Skill	K	1	2	3	4	5	6	7	8
3-5-5-3-2	Create a form in Design View	▪	▪	▪	▪	▪	▪	▪	▪	I
3-5-5-3-3	Enter data using a form	▪	▪	▪	▪	▪	▪	I	R	R
3-5-5-4	Use Reports:	▪	▪	▪	▪	▪	▪	I	R	R
3-5-5-4-1	Use AutoReport	▪	▪	▪	▪	▪	▪	I	R	R
3-5-5-4-2	Create and modify a report using a Wizard	▪	▪	▪	▪	▪	▪	▪	▪	I
3-5-5-4-3	Preview and print a report	▪	▪	▪	▪	▪	▪	I	R	R
4	Technology Communication Tools									
4-1	Internet									
4-1-1	Describe the Internet and discuss how it is used	▪	▪	I	R	R	R	R	R	R
4-1-2	Demonstrate appropriate behavior for Internet use	▪	▪	I	R	R	R	R	R	R
4-1-3	Use E-Mail:	▪	▪	A/I	I/R	R	R/M	R/M	R/M	R/M
4-1-3-1	Demonstrate appropriate behavior for e-mail use	▪	▪	I	R	R	R	R	R	R
4-1-3-2	Identify the parts of an e-mail message	▪	▪	I	R	R	M	M	M	M
4-1-3-3	Send and receive e-mail	▪	▪	I	R	R	R	M	M	M
4-1-3-4	Reply to an e-mail message	▪	▪	A/I	I	R	R	M	M	M
4-2	World Wide Web									
4-2-1	Navigate teacher-approved Websites	A/I	A/I	I	R	M	M	M	M	M
4-2-2	Use a Web browser:	A/I	A/I	I	I/R	I/R	R/M	R/M	R/M	R/M
4-2-2-1	Enter a URL	▪	▪	▪	I	R	R	R	R	R
4-2-2-2	Use the toolbar to navigate between Websites	A/I	A/I	I	R	R	R	M	M	M
4-2-2-3	Create and use favorites	▪	▪	▪	I	R	M	M	M	M
4-2-2-4	Use hyperlinks to navigate between Web pages	▪	▪	▪	I	R	M	M	M	M
4-2-2-5	Acquire information such as text, audio, and graphics	▪	A/I	I	R	R	R	M	M	M
4-2-2-6	Perform simple searches to acquire information	▪	▪	▪	▪	I	R	R	M	M
4-2-3	Create an e-mail message from inside the application	▪	▪	▪	▪	▪	▪	I	R	R
5	Technology Research Tools									
5-1	Use electronic reference tools (CD-ROMs and Internet)	▪	I	R	R	R	R	R	R	R

Skill No.	Skill	K	1	2	3	4	5	6	7	8
5-2	Perform simple searches	▪	▪	▪	▪	I	R	R	M	M
5-3	Evaluate acquired information for validity and usefulness	▪	▪	▪	▪	I	R	R	R	R
5-4	Cite Web sources	▪	▪	▪	▪	I	R	R	R	R
5-5	Perform Boolean searches	▪	▪	▪	▪	▪	I	R	R	R
5-6	Drill down through Web directory categories to find information	▪	▪	▪	▪	▪	▪	I	R	R
6	Technology Problem-Solving and Decision-Making Tools									
6-1	Create a screen or document to communicate information	A/I	A/I	A/I	R	R	M	M	M	M
6-2	Create multiple screens or documents to communicate information	▪	▪	A/I	I	R	M	M	M	M

Skill No.	Skill	K	1	2	3	4	5	6	7	8
7	Other Digital Input Technologies (Optional Category)									
7-1	Handwriting Recognition and Tablet PC's	▪	▪	▪	▪	▪	▪	I	R	R
7-1-1	Write Words Using Printed Characters	▪	▪	▪	▪	▪	▪	I	R	R
7-1-2	Write Words Using Cursive Characters	▪	▪	▪	▪	▪	▪	I	R	R
7-1-3	Use the Digital Pen with Onscreen Keyboard	▪	▪	▪	▪	▪	▪	I	R	R
7-1-4	Use the Digital Pen for Drawing	▪	▪	▪	▪	▪	▪	I	R	R
7-1-5	Use the Input Panel to Correct Errors, Cut, Copy and Paste	▪	▪	▪	▪	▪	▪	I	R	R
7-1-6	Use Note-taking Software (e.g., Microsoft OneNote)	▪	▪	▪	▪	▪	▪	I	R	R
7-2	Speech Recognition	▪	▪	▪	▪	▪	▪	▪	I	R
7-2-1	Prepare to use Speech Recognition Software and Hardware	▪	▪	▪	▪	▪	▪	▪	I	R
7-2-2	Use Basic Speech Recognition Functions	▪	▪	▪	▪	▪	▪	▪	I	R
7-2-3	Improve Dictation and Editing Techniques	▪	▪	▪	▪	▪	▪	▪	I	R
7-2-4	Learn Basic Speech Recognition Formatting Commands	▪	▪	▪	▪	▪	▪	▪	I	R
7-3	Scanning, Photos, and Digital Imaging	▪	▪	▪	▪	▪	▪	I	R	R
7-3-1	Scan a Photo	▪	▪	▪	▪	▪	▪	I	R	R
7-3-1-1	Create, Save, and Delete a Scanned Photo	▪	▪	▪	▪	▪	▪	I	R	R
7-3-1-2	Organize Files and folders of Scanned Photos	▪	▪	▪	▪	▪	▪	I	R	R
7-3-1-3	Edit or Change a Scanned Photo	▪	▪	▪	▪	▪	▪	I	R	R
7-3-1-4	Place a Scanned Photo in a Document	▪	▪	▪	▪	▪	▪	I	R	R
7-3-2	Operate a Digital Camera	▪	▪	▪	▪	▪	▪	▪	I	R
7-3-2-1	Create, Save, and Delete Digital Photos	▪	▪	▪	▪	▪	▪	▪	I	R
7-3-2-2	Organize Files and Folders of Digital Photos	▪	▪	▪	▪	▪	▪	▪	I	R
7-3-2-3	Edit or Change a Digital Photo	▪	▪	▪	▪	▪	▪	▪	I	R
7-3-2-4	Place a Digital Photo in a Document	▪	▪	▪	▪	▪	▪	▪	I	R
7-4	Handheld Computers and Personal Digital Assistants (PDAs) and Smart Phones	▪	▪	▪	▪	▪	▪	▪	▪	I
7-4-1	Handheld Computers and Personal Digital Assistants (PDAs)	▪	▪	▪	▪	▪	▪	▪	▪	I
7-4-1-1	Become Familiar with the PDA; Set Necessary Preferences and Shortcuts	▪	▪	▪	▪	▪	▪	▪	▪	I

Skill No.	Skill	K	1	2	3	4	5	6	7	8
7-4-1-2	Use Input Devices for PDA's: the Stylus, On-screen Keyboard, and a Portable Keyboard	▪	▪	▪	▪	▪	▪	▪	▪	I
7-4-1-3	Navigate the PDA Operating System	▪	▪	▪	▪	▪	▪	▪	▪	I
7-4-1-4	Learn Graffiti® and Graffiti2 Characters	▪	▪	▪	▪	▪	▪	▪	▪	I
7-4-1-5	Learn Natural Handwriting Recognition	▪	▪	▪	▪	▪	▪	▪	▪	I
7-4-1-6	Practice Writing Cursive and Printed Words	▪	▪	▪	▪	▪	▪	▪	▪	I
7-4-1-7	Learn to Key Into a PDA	▪	▪	▪	▪	▪	▪	▪	▪	I
7-4-1-8	Create, Edit, Search, and Delete Address Book or Contact List Entries	▪	▪	▪	▪	▪	▪	▪	▪	I
7-4-1-9	Create, Edit, Search, and Delete Appointments In the Date Book or Calendar Application	▪	▪	▪	▪	▪	▪	▪	▪	I
7-4-1-10	Create, Edit, Search, Prioritize, and Delete Task List or To Do Items	▪	▪	▪	▪	▪	▪	▪	▪	I
7-4-1-11	Attach a Note to a Task Item	▪	▪	▪	▪	▪	▪	▪	▪	I
7-4-1-12	Create, Edit, Categorize, and Delete Memos or Notes	▪	▪	▪	▪	▪	▪	▪	▪	I
7-4-1-13	Use a PDA to Solve Mathematical Problems	▪	▪	▪	▪	▪	▪	▪	▪	I
7-4-2	Smart Phones and PDA's	▪	▪	▪	▪	▪	▪	▪	▪	I