

## South-Western/Thomson Scope and Sequence

Standards based on the National Educational Technology Standards (NETS)

Key: A/I = Awareness/Introduce    I = Introduce    = Reinforce    M = Master/Maintain

	K	1	2	3	4	5	6	7	8
<b>BASIC OPERATION AND CONCEPTS</b>									
Identify and use the parts of a computer	A/I	A/I	A/I	I	R	M	*	*	*
Keyboard familiarity (Enter/Return, Spacebar, Arrow Keys, etc.)	A/I	A/I	A/I	I	R	M	*	*	*
Use computer terminology appropriately	A/I	A/I	A/I	R	R	R	R	R	R
Recognize icons and their functions	A/I	A/I	A/I	I	R	M	*	*	*
Open and quit an application	A/I	A/I	A/I	I	R	M	*	*	*
Open and close a file	A/I	A/I	A/I	I	R	M	*	*	*
Use pull-down menus and commands	A/I	A/I	A/I	I	R	M	*	*	*
Use online Help	A/I	A/I	A/I	I	R	M	*	*	*
Print a document	A/I	A/I	A/I	I	R	M	*	*	*
Create, name, and save files	A/I	A/I	A/I	I	R	M	*	*	*
Use "Save As" appropriately	A/I	A/I	A/I	I	R	M	*	*	*
Use keyboard shortcuts	A/I	A/I	A/I	I	R	R	M	*	*
Access and save to network folder or floppy disk	*	*	*	I	R	M	*	*	*
Create and save a structure of files and folders	*	*	*	*	I	R	R	R	M
Use Find command to locate files and folders	*	*	*	*	*	I	R	R	M
Delete files and folders	*	*	*	*	*	I	R	R	M
Multitask by opening two programs at once	*	*	*	*	*	*	I	R	M

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<b>Social, Ethical, and Human Issues</b>									
Collaborate with other classmates as a team player	A/I	A/I	A/I	R	R	R	R	R	R
Demonstrate appropriate behavior when using computers	A/I	A/I	A/I	R	R	R	R	R	R
Demonstrate proper disk use and care (floppy + CD-ROM)	A/I	A/I	A/I	R	R	R	R	R	R
Respect the privacy of other students' work	*	A/I	A/I	R	R	R	R	R	R
Understand and respect copyright laws	*	*	*	I	R	R	R	R	R
<b>Technology Productivity Tools</b>									
<b>Keyboarding</b>									
Demonstrate proper hand, finger, & body position	A/I	A/I	A/I	R	R	R	R	R	R
Use function keys	A/I	A/I	A/I	R	R	R	M	*	*
Use correct finger reaches from home row to top/bottom row keys	*	*	*	I	R	R	R	R	R
Perform touch typing	*	*	*	I 15-19 wpm	R 20-25 wpm	R 26-35 wpm	R	R	R
Demonstrate proper use of spacebar, return, shift, and tab keys	*	*	*	I	R	R	M	*	*
<b>Word Processing</b>									
Identify intended use	A/I	A/I	A/I	R	R	R	R	R	R
Move and place cursor	A/I	A/I	A/I	I	R	M	*	*	*
Use function keys	A/I	A/I	A/I	R	R	M	*	*	*
Change font, size, style, and color of text	*	A/I	A/I	R	M	*	*	*	*
Change text layout (format: margins, columns)	*	*	*	*	I	R	R	R	R
Select, insert, and delete text	*	*	*	I	R	M	*	*	*

	<b>K</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>
Cut, Copy, and Paste Text	*	*	*	I	R	M	*	*	*
Insert clip art	*	*	*	*	RI	R	M	*	*
Insert date format and page numbers	*	*	*	*	I	R	R	M	
Insert bullets and symbols	*	*	*	*	*	I	R	R	M
Use spell checker	*	*	*	I	R	M	*	*	*
Use thesaurus	*	*	*	*	I	R	M	*	*
Use page setup	*	*	*	*	*	I*	R	R	M
Insert headers and footers	*	*	*	*	*	*	I	R	R
Create and format tables	*	*	*	*	*	I	R	R	R
Create columns	*	*	*	*	*	*	I	R	R
Add footnotes/endnotes	*	*	*	*	*	*	I	R	R
<b>Graphics and Multimedia</b>									
Name and use paint and draw tools	A/I	A/I	A/I	R	R	M	*	*	*
Create linear presentation	*	*	*	I	R	R	R	R	R
Design and layout skills	*	*	*	I	R	R	R	R	R
Add and edit text	*	*	*	I	R	M	*	*	*
Import audio and graphics clips	*	*	*	*	I	R	R	R	R
Use templates, wizards, and backgrounds	*	*	*	I	R	R	R	R	R
Move and delete slides	*	*	*	I	R	M	*	*	*
Create buttons/links	*	*	*	*	*	*	I	R	R
Use transitions and timing	*	*	*	*	I	R	R	R	R
Create animations	*	*	*	*	I	R	R	R	R
<b>Spreadsheet</b>									

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Identify intended use	A/I	A/I	A/I	R	R	R	R	R	R
Navigate in a spreadsheet	*	A/I	A/I	R	M	*	*	*	*
Identify cells, columns, and rows	A/I	A/I	A/I	I	R	M	*	*	*
Use a spreadsheet to solve problems	A/I	A/I	A/I	R	R	R	R	R	R
Add and edit data	A/I	A/I	A/I	R	M	*	*	*	*
Produce graphs and charts	*	*	*	I	R	R	R	R	R
Insert/delete columns and rows	*	*	*	*	I	R	M	*	*
Use simple formulas	*	*	*	I	R	R	R	R	R
Format a spreadsheet	*	*	*	*	I	R	R	R	M
Use fill/down across	*	*	*	*	*	*	I	R	R
Use functions	*	*	*	*	*	*	I	R	R
<b>Database</b>									
Identify intended use	A/I	A/I	A/I	R	R	R	*	*	*
Navigate in a database	A/I	A/I	A/I	R	M	*	*	*	*
Use a database to solve problems	A/I	A/I	A/I	R	R	R	R	R	R
Insert, modify, and delete a field	A/I	A/I	A/I	R	R	M			
Add and edit data	*	A/I	A/I	R	M	*	*	*	*
Insert, modify, and delete a record	*	*	A/I	R	R	M	*	*	*
Search data	*	*	*	I	R	R	R	R	R
Sort data	*	*	*	*	I	R	R	R	R
Create a database	*	*	*	*	I	R	R	R	R
Create a form	*	*	*	*	*	I	R	R	R
Create a query	*	*	*	*	*	*	*	*	I
Create and modify a report	*	*	*	*	*	I	R	R	R

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<b>Technology Communication Tools</b>									
<b>Internet</b>									
Demonstrate appropriate behavior for Internet and e-mail use	*	*	I	R	R	R	R	R	R
Send and receive e-mail	*	*	I	R	R	R	M	*	*
Navigate teacher chosen Web sites	*	A/I	A/I	R	M	*	*	*	*
Access Internet sites by using pre-set Internet bookmarks	*	A/I	A/I	R	M	*	*	*	*
Add an Internet bookmark	*	*	*	I	R	M	*	*	*
Use an Internet toolbar to navigate	*	A/I	A/I	R	R	R	M	*	*
Enter a URL	*	*	*	I	R	R	R	R	R
Use a search engine	*	*	*	I	R	R	R	R	R
<b>Technology Research Tools</b>									
Use electronic reference tools (CD-ROMs and Internet)	*	I	R	R	R	R	R	R	R
Perform simple searches			A/I	R	R	M			
Evaluate acquired information for validity and usefulness	*	*	*	*	I	R	R	R	R
Perform Boolean searches	*	*	*	*	*	I	R	R	R
<b>Technology Problem-Solving/Decision-Making Tools</b>									
Create a screen to communicate information	A/I	A/I	A/I	I	R	M	*	*	*
Create multiple screens to communicate information	*	A/I	A/I	R	M	*	*	*	*
Develop multimedia presentation with sources cited	*	*	*	*	*	I	R	R	R