

## **MSAD#71 Student Skill Sets**

### **Note for staff:**

**The lessons for teaching these skills are found under the District Portal / Courses / Student Skills.**

### **Student Skills-Beginning (K-3)**

- Sits using correct posture at the keyboard, handles equipment properly and safely and leaves the work area neat and as directed.
- Knows the names of computer parts, common icons and the location of the alpha and numeric keys.
- Uses command keys (tab, enter, delete, arrow, shift) and uses the mouse buttons correctly. Can enter text, use shift keys and punctuation marks, select and import graphics.
- Can launch and use a program in class, save to disk, print from the network and retrieve data.
- Can use applications combining text and graphics, create drawings and simple multimedia products under supervision and can produce a document for posting on the school website.
- Can login to the network, understands what it means to own software and to respect someone's private files.

### **Student Skills-Basic (4-5)**

- Correctly names basic parts of a network.
- Demonstrates acceptable network practices (login, logout, etc.)
- Discusses common uses of technology. Understands network protocol.
- Uses a simple spreadsheet under supervision.
- Uses basic spreadsheets to show relationships and display data.
- Analyzes data in spreadsheets through formulas and charts.
- Knows finger position for touch-typing and types at 15 wpm.
- Operates and uses digital devices. (camera, scanner, projector)
- Creates a simple multimedia project independently.
- Creates and Edits simple graphics
- Selects appropriate application for assigned task.
- Navigates through operating system menus.
- Creates and manipulates files (copy, move, shortcuts)

- Uses spell checking, cut, copy, paste, and more advanced editing skills.
- Uses advanced search techniques on the Internet to find information.
- Uses electronic encyclopedias and other online data bases.
- Knows several methods of evaluating information for accuracy.
- Demonstrates correct citing and credits for material.
- Understands copyright and its implications.
- Troubleshoots basic operations of a printer (paper out, online).
- Troubleshoots basic operations of a computer (connection, power on).

***Advanced (6-8)***

- Discusses network and technology use correctly.\*
- Follows network etiquette, procedures and security precautions.
- Exhibits legal and ethical behavior when using technology.\*
- Transfers data and files between applications and operating systems --moves seamlessly throughout network.\*
- Uses presentation applications to produce and demonstrate curriculum projects to peers and others.\*
- Uses touch typing techniques to improve speed and accuracy.\*
- Keyboards at 30 wpm.
- Effectively uses district portal-develops digital portfolios/generates a personal resume.
- Designs, develops and publishes products for a school web site.
- Insert data in spreadsheets and create charts, formulas and graphs.\*
- Creates multi-page reports with graphics and headers/footers using an accepted protocol.
- Documents sources and quotes correctly.\*

***\*at 6<sup>th</sup> grade***