

## Fourth Grade Tech Curriculum

1. I can log into a computer
2. I can connect, load, and save to peripherals
3. I can print a document and can use print preview and page set-up orientation
4. I can work with more than one open application
5. I can use dock and menu items
6. I can use keyboarding skills and techniques
7. I can do the following in Google docs: font size and style, line spacing, margins and alignments
8. I can copy and paste text
9. I can copy images
10. I can use spell check to proofread
11. I understand what a database is and how it is used in everyday life
12. I can search a database using the library software
13. I can use a Google spreadsheet as a tool to record, organize and graph information
14. I understand these terms: cell, column, row, values, labels, charts, and graphs
15. I can use a web browser
16. I can save, retrieve, and delete files from the hard drive and Google drive
17. I understand these terms: username, password, network, file server, and cloud
18. I understand these web terms: Web browser, URL, keyword, WWW, search engine, and links
19. I can use search engines to locate information
20. I can use a presentation app (Keynote)
21. I can create, edit and format slides
22. I can create a slide presentation to convey an idea
23. I can import graphics and resize it
24. I can use a painting or drawing application
25. I understand the signed Acceptable Use Policy
26. I understand responsible use and consequences
27. I understand the Fair Use Guidelines on copyrighted items
28. I can describe ways technology is used at home and work
29. I can explain the purpose of commercial links and ads
30. I can collaborate with others using Google docs and sharing
31. I understand the potential dangers and risks in using online communication
32. I understand the purposes of passwords
33. I understand what cyber-bullying is
34. I understand the use of passwords, virus protection, spam, and pop-ups
35. I understand safe and proper e-mail procedures
36. I can search for information using our library system
37. I can collaborate with classmates on a project by sharing information