

# Ronan School District Technology Skills Scope and Sequence

\*\*See Standards/Benchmarks/Grade Level Expectations for Details\*\*

Program			K	1	2	3	4	5	6	7	8	9	10	11	12
General Computing	Manage files	Save, save as, delete, copy, move	X	X	X	X	X		X	X	X	X	X	X	X
	Use basic components	Monitor, CPU, Keyboard, mouse, touch pad, camera			X	X	X	X	X	X	X	X	X	X	X
	Use of Templates	Brochures, resumes, letterheads, etc.					X		X	X	X	X	X	X	X
	Basic computer Terminology	Command, cursor, fonts, menu, hardware, software, network, headset, scroll, etc.			X	X	X	X	X	X	X	X	X	X	X
	Computer Hardware	Keyboard, mouse, central processing unit, monitor, printer, speakers, modem, hard drives, USB			X	X	X			X	X	X	X	X	X
	Use and care of equipment	headphones, usb drives, mouse			X	X	X	X	X	X	X	X	X	X	X
Networking/Cloud			K	1	2	3	4	5	6	7	8	9	10	11	12
	Login/logout	general (K-2), individual (3-12)	X	X	X	X	X	X	X	X	X	X	X	X	X
	Save documents to a location				X	X	X	X	X	X	X	X	X	X	X
	Collaboration, sharing				X	X	X	X	X	X	X	X	X	X	X

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Keyboarding	Keyboarding Software	On Keyboard														
			K	1	2	3	4	5	6	7	8	9	10	11	12	
<b>General Skills</b>	Cursor		X	X	X	X	X	X	X	X	X	X	X	X	X	X
	Mouse/Touch pad		X	X	X	X	X	X	X	X	X	X	X	X	X	X
	Open/save files				X	X	X	X	X	X	X	X	X	X	X	X
	Lower and upper case letters				X	X	X	X	X	X	X	X	X	X	X	X
	Home row position				X	X	X	X	X	X	X	X	X	X	X	X
	Space bar				X	X	X	X	X	X	X	X	X	X	X	X
	Insertion point/cursor	I beam,blinking cursor, arrow			X	X	X	X	X	X	X	X	X	X	X	X
	Deleting text	Delete key/backspace key			X	X	X	X	X	X	X	X	X	X	X	X
	Special keys	Shift, punctuation, return/ enter, tab			X	X	X	X	X	X	X	X	X	X	X	X
	Error correction	Undo, redo, overwrite					X	X	X	X	X	X	X	X	X	X
	Keyboarding posture/technique				X	X	X	X	X	X	X	X	X	X	X	X
	Proofreading skills				X	X	X	X	X	X	X	X	X	X	X	X
	Punctuation spacing				X	X	X	X	X	X	X	X	X	X	X	X
<b>Mobile Devices</b>			K	1	2	3	4	5	6	7	8	9	10	11	12	
General Skills	Touch skills & strategies	Pinch, expand, hold, touch and hold, tap, swipe, double tap, closing swipes, use of stylus, apps									X	X	X	X	X	
	Power	On, off, sleep									X	X	X	X	X	
	Use and care										X	X	X	X	X	
	Keyboarding strategies															
	file management (pictures)	clean and remove unwanted files					X					X				

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Windows			K	1	2	3	4	5	6	7	8	9	10	11	12
	Exploring the desktop				X	X	X	X	X	X	X	X	X	X	X
	Using multiple windows	Resizing and moving windows			X	X	X		X	X	X	X	X	X	X
	Menus	Task bars, docks, toolbars, etc.			X	X	X	X	X	X	X	X	X	X	X
Word Processing Software			K	1	2	3	4	5	6	7	8	9	10	11	12
Word Processing	Font	Size, color, style, type			X	X	X		X	X	X	X	X	X	X
	Text alignment	Left, right, center (horizontal & vertical), justified			X	X	X		X	X	X	X	X	X	X
	Margins	Top, bottom, left, right							X	X	X	X	X	X	X
	Text	Wordwrap, highlight							X	X	X	X	X	X	X
	Page orientation	Portrait, landscape							X	X	X	X	X	X	X
	Columns								X	X	X	X	X	X	X
	Line spacing	Single, double							X	X	X	X	X	X	X
	Tabs	Left, right, center, decimal			X	X	X		X	X	X	X	X	X	X
	Indent	First line, negative, hanging							X	X	X	X	X	X	X
	Tables								X	X	X	X	X	X	X
	Find/replace								X	X	X	X	X	X	X
	Page breaks								X	X	X	X	X	X	X
	Manipulating text	Cut, copy, paste within document							X	X	X	X	X	X	X
	Manipulating text	Cut, copy, paste between two							X	X	X	X	X	X	X

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		documents														
	Insert and manipulate objects	Graphics, text box, word art, screen capture, etc.							X	X	X	X	X	X	X	X
	Headers/Footers	Pagination							X	X	X	X	X	X	X	X
Tools	Spellchecker					X	X			X	X	X	X	X	X	X
	Grammar checker									X	X	X	X	X	X	X
	Thesaurus									X	X	X	X	X	X	X
	Research tools	Citation tools								X	X	X	X	X	X	X
<b>Spreadsheet</b>		<b>Spreadsheet Software</b>	<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>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	
Setup/change	Formulas								X	X	X	X	X	X	X	
	Functions								X	X	X	X	X	X	X	
	Formatting sheet								X	X	X	X	X	X	X	
	Create chart								X	X	X	X	X	X	X	
<b>Presentation</b>		<b>Presentation Software</b>	<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>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	
	Create presentation without wizard type tool						X		X	X	X	X	X	X	X	
	Transitions	Object, slide							X	X	X	X	X	X	X	
	Multimedia	Graphics, sound, video							X	X	X	X	X	X	X	
	Web links								X	X	X	X	X	X	X	
<b>Database</b>																
Setup/change	Fields	Add, remove							X	X	X	X	X	X	X	
	Tables	Create							X	X	X	X	X	X	X	
	Forms	Create										X	X	X	X	
	Reports	Create										X	X	X	X	

## Internet

K 1 2 3 4 5 6 7 8 9 10 11 12

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	Search engines	Find subject matter			X	X	X		X	X	X	X	X	X	X		
	Set favorites, bookmarks	Organize							X	X	X	X	X	X	X		
	Use information	Copy to document							X	X	X	X	X	X	X		
	Navigate	Multiple tabs and browsers				X	X		X	X	X	X	X	X	X		
<b>Web Page</b>																	
	Create basic web page								X			X	X	X	X		
<b>Keyboarding Application</b>		<b>Middle School</b>			<b>Beginning Computer Applications at High School</b>				<b>Advanced Computer Applications at High School</b>								
<b>*These are minimums</b>																	
<b>Timing</b>		2-3 minutes			2-3 minutes				5 minutes								
<b>W.P.M. Goal (5th Grade)</b>		20			30				40								