

**New Jersey Core Content Competency Standards**

- 8.1.4.A.1, 2, 3, 4, 5, 6, 7, 8, 9
- 8.1.4.B.1, 2, 3, 4, 5, 6, 7, 8, 9, 10

**Essential Questions**

- How can finding my letters on the keyboard help me to work on the computer?
- Why do I need to know words about technology?
- Why do I need to practice responsible use of technology systems and software?
- How do I work cooperatively and collaboratively with peers, family members, and others when using technology in the classroom?

**Objectives**

***8.1.4.A.1 - Use basic technology vocabulary.***

1. Students will be able to identify and use basic word processing terms (e.g., file, open, close, menu bar, save, print).
2. Students will be able to understand common technological terms (Caps Lock, Delete Key, Files, Folder, Save, Save as, Scroll, Shutdown, Window, Word Processing).
3. Students will be able to identify and discuss terms/concepts (e.g., bookmarks/favorites, information).
4. Students will be able to identify and discuss graphing software terms/concepts (e.g., graph, patterns, display).
5. Students will be able to identify and discuss multimedia terms/concepts (e.g., link/button, text box, navigate, transition).

***8.1.4.A.2 - Use basic features of an operating system (e.g., accessing programs, identifying and selecting a printer, finding help).***

1. Students will be able to use, identify and discuss input devices (e.g. mouse, keyboard) and output devices (e.g., monitor, printer).
2. Students will be able to use Internet toolbar for back, home, close, refresh.
3. Students will be able to identify and discuss the Internet as a source of information at school and home.
4. Identify, discuss, and represent visually uses of technology (e.g., computers, cell phones, digital cameras) at school and home.
5. Students will be able to double-click to open folders.
6. Students will be able to use developmentally appropriate multimedia resources (e.g., interactive books, educational software, elementary multimedia encyclopedias) to support learning.
7. Students will be able to perform basic computer/Windows functions (mouse, scroll, minimize, maximize, etc.).
8. Students will be able to turn on a video on the desktop.
9. Students will be able to demonstrate the appropriate procedures for turning a system on, running a program, and shutting a system down.
10. Students will be able to use teacher-selected Internet resources to locate, discuss, and compare information about your local community as a class/group.

***8.1.4.A.3 - Input and access text and data, using appropriate keyboarding techniques or other input devices.***

1. Students will be able to locate and use letters, numbers, and special keys (e.g., arrow keys, space bar, insert Enter/Return, Backspace, Delete) on the keyboard.
2. Students will be able to respond through the keyboard to simple questions presented by the program.
3. Students will be able to change the font size and color to write a simple sentence.
4. Students will be able to use delete and backspace.
5. Students will be able to demonstrate use of multiple input devices.
6. Students will be able to recognize that letters typed on the keyboard are lower case unless the Shift Key is used.
7. Students will be able to use a typing program to improve their typing skills.
8. Students will be able to use correct posture.

**8.1.4.A.4 - Produce a simple finished document using word processing software.**

1. Students will be able to identify, discuss, and use word processing as a tool to enter numbers, words, and phrases.
2. Students will be able to identify, discuss, and use menu/tool bar functions in word processing applications.
3. Students will be able to locate and change font size and style of numbers and letters.
4. Students will be able to change the color of letters and numbers.

**8.1.4.A.5- Produce and interpret a simple graph or chart by entering and editing data on a prepared spreadsheet template.**

N/A

**8.1.4.A.6 - Create and present a multimedia presentation using appropriate software.**

1. Students will be able to use multimedia software to illustrate words/phrases/concepts.
2. Students will be able to identify and discuss characteristics of multimedia (e.g., text, sound, images, color) as a class.
3. Students will be able to use multimedia software to identify and practice letters, numbers, shapes, and colors as a class/group.
4. Students will be able to recognize the characteristics of multimedia (e.g., text, audio, images, video).
5. Students will be able to create pictures with a graphic program.

**8.1.4.A.7 - Create and maintain files and folders.**

1. Students will be able to open and close files.
2. Students will be able to print a file.
3. Students will be able to save a file.

**8.1.4.A.8 - Use a graphic organizer.**

1. Students will be able to open a Kidspiration activity.
2. Students will be able to use graphic organizer software to illustrate words/phrases/concepts.
3. Students will be able to use graphic organizer software to categorize objects.
4. Students will be able to use graphic organizer templates.
5. Students will be able to create a diagram in picture view.

**8.1.4.A.9 - Use basic computer icons.**

1. Students will be able to use icons on desktop from the Internet.
2. Students will be able to can identify how to use icons in software programs.
3. Students will be able to apply their technology skills to independently use computer programs.
4. Students will be able to identify common desktop icons (Internet, Word Processor).

**Suggested Materials**

Microsoft Word, Digital Cameras, Internet, Kidspiration

**Assessments**

TBD