Assumption School Technology Curriculum

| | K | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
|---|---|---|---|---|---|---|---|---|---|
| Word Processing | | | | | | | | | |
| enter text | | | | | | | | | |
| shift key | | | | | | | | | |
| caps lock | | | | | | | | | |
| return key | | | | | | | | | |
| highlighting text | | | | | | | | | |
| selecting font | | | | | | | | | |
| selecting size | | | | | | | | | |
| selecting color | | | | | | | | | |
| selecting style | | | | | | | | | |
| spell check | | | | | | | | | |
| tab | | | | | | | | | |
| open file | | | | | | | | | |
| name & save file | | | | | | | | | |
| line spacing | | | | | | | | | |
| copy/cut/paste | | | | | | | | | |
| insert image | | | | | | | | | |
| document overlay | | | | | | | | | |
| page layout | | | | | | | | | |
| printing file | | | | | | | | | |
| word count | | | | | | | | | |
| page break | | | | | | | | | |
| columns | | | | | | | | | |
| justification | | | | | | | | | |
| insert table | | | | | | | | | |
| bold/italic/underline | | | | | | | | | |
| print options | | | | | | | | | |
| find/replace | | | | | | | | | |
| dictionary/thesaurus | | | | | | | | | |
| page headers/footers | | | | | | | | | |
| page numbering | | | | | | | | | |
| | | | | | | | | | |

| | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | |
| Graphics | K | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| paintbrush | | | | | | | | | |
| paint bucket | | | | | | | | | |
| eraser | | | | | | | | | |
| spray can | | | | | | | | | |
| pencil | | | | | | | | | |
| stamps | | | | | | | | | |
| clip art | | | | | | | | | |
| eyedropper | | | | | | | | | |
| line | | | | | | | | | |
| color menu | | | | | | | | | |
| shape tools | | | | | | | | | |
| magnifier | | | | | | | | | |
| lasso | | | | | | | | | |
| pattern menu | | | | | | | | | |
| move and resize using handles | | | | | | | | | |
| resize using percent | | | | | | | | | |
| import graphics into word processing | | | | | | | | | |
| adding text | | | | | | | | | |
| stack objects | | | | | | | | | |
| digital: morph, reformat, customize | | | | | | | | | |
| drawing options | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| Spreadsheets | K | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| enter data in cells | | | | | | | | | |
| formulate a spreadsheet | | | | | | | | | |
| simple math | | | | | | | | | |
| highlighting text | | | | | | | | | |
| adjusting column/row dimensions | | | | | | | | | |
| formatting document to print | | | | | | | | | |
| create graphs (bar, line, pie, picto) | | | | | | | | | |
| use formulas | | | | | | | | | |
| import/export data | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| Database | K | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| make entries in fields | | | | | | | | | |
| create records | | | | | | | | | |
| browse and search database | | | | | | | | | |
| layout decisions | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| Multi Media | K | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| transitions | | | | | | | | | |
| sound | | | | | | | | | |
| music | | | | | | | | | |
| hyperlinks | | | | | | | | | |
| timing | | | | | | | | | |
| | | | | | | | | | |

| | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| Programming | K | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| HTML | | | | | | | | | |
| Logo | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| General Literacy | K | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| concurrent programs running | | | | | | | | | |
| screen shots | | | | | | | | | |
| stickies (Mac) | | | | | | | | | |
| accessing server/Login | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| Internet | K | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| back/forward arrows | | | | | | | | | |
| reload/refresh | | | | | | | | | |
| bookmarking/favorites | | | | | | | | | |
| URLs | | | | | | | | | |
| searching | | | | | | | | | |
| downloading | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| Knowledge Base | | | | | | | | | |
| Basic terminology | | | | | | | | | |
| Computer Terminology | | | | | | | | | |
| Computer History | | | | | | | | | |
| Internet history/terminology | | | | | | | | | |
| Computer Security | | | | | | | | | |
| Robotics | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| Ethics | | | | | | | | | |
| use appropriate copyright standards | | | | | | | | | |
| reference resources from web | | | | | | | | | |