

## Elementary Technology Check Sheet

*Students transferring to DCC who do not have the skills listed for their grade level will receive additional help by our faculty and students in class and availability of on-line tutorials.*

Pre School and Kindergarten – ABC Mouse and ABCya.com

### 1<sup>st</sup> Grade

- Basic use of the mouse (left and right click)
- Basic understanding of the keyboard (home row and placement of keys)
- How to plug in headphones
- Minimize, Maximize and close out a page
- How to place a picture on Microsoft Word/Power Point

### 2<sup>nd</sup> Grade

- Know everything above in the 1<sup>st</sup> grade category
- How to save a picture from a Google Search to the computer
- The “Home Tab” (font, bold italic, underline, color and bullet points) and saving/printing on Microsoft Word.
- Choosing a theme and placing a title/picture on Power Point.
- Know the Home Row on the Keyboard

### 3<sup>rd</sup> Grade

- Know everything above in the lower grade categories
- Microsoft Word: know how to use the tools under...File, Home, Insert, Design and Layout tabs.
- Power Point: be familiar with all of the tabs (example: Home, Transitions)
- Know how to Google Search
- Google Gmail
- Be familiar with the whole keyboard (Typing Club.com) around 8 WPM level 1 -40

### 4<sup>th</sup> grade

- Know everything above in the lower grade categories
- Google account and be familiar with: Google Docs and Google Slides
- Students will have a Plus Portals account (school account)
- Coding: be familiar with code.org
- Keyboarding skills (Typing Club.com) around 10 -15 WPM up to level 40-80

### 5<sup>th</sup> Grade

- Know everything above in the lower grade categories
- Keyboarding skills (Typing Club.com) around 15 -25 WPM up to level 80 – 100

**Tutorials are available at <https://sewinslow14.wixsite.com/techclass>**