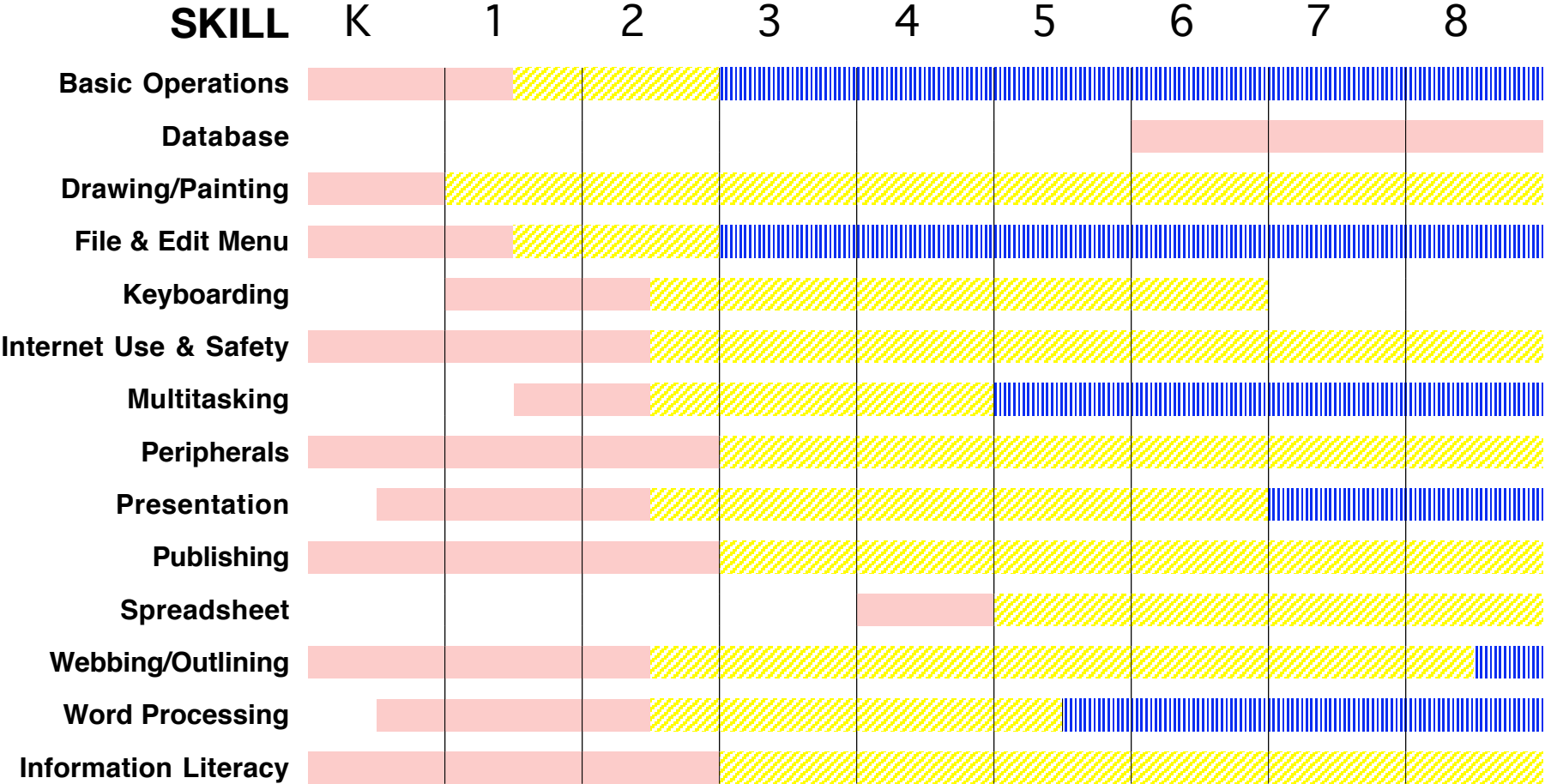





# Technology Skill Development Chart



 Introduced  
 Guided Practice  
 Mastery

Technology Skill Development Chart  
 Glencoe School District 35  
**Revised February 2009**  
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## Technology Skill Development Chart

(Definitions)

**BASIC OPERATIONS:** Powering on and off the computer, mousing, opening and closing of windows, opening and closing of applications, and familiarity with menus. Ability to troubleshoot technical issues.

**DATABASE:** Use of programs (ie: *Filemaker*) to create and manipulate a database; knowledge of fields, layout, and design.

**DRAWING/PAINTING:** Use of programs (ie: *Word, Photoshop Elements, and Graphic Converter*) to create and manipulate images.

**FILE & EDIT MENU:** Understanding of the basic *Open, Print, Close, and Put Away* commands of the File menu. Familiarity with the *Cut, Copy, and Paste* commands in the Edit menu.

**INTERNET USE:** Use of a browser to navigate, locate, and research information on the World Wide Web. Teacher-guided use of e-mail to communicate with experts. Appropriate bibliographic citation of resources used.

**INTERNET SAFETY:** Understanding of positive choices for online use and sharing of information. Understanding of risks and options to handle unsafe online experiences. Understanding of methods to report inappropriate or illegal use on the internet.

**KEYBOARDING:** Method of keyboarding focusing on left and right hand location of the *home row* keys on the keyboard. Use of programs such as *KidKeys and UltraKey* for this practice.

**MULTITASKING:** Ability to open and switch among multiple programs. Familiarity with the Dock as a means to locate and change programs.

**PERIPHERALS:** Use of a scanner, digital camera, Alphasmart keyboard, video camera, Smartboard and external television with a computer.

**PRESENTATION:** Use of programs (ie: *KidPix, Powerpoint, iMovie, Notebook*) to create a presentation involving graphics, sound, and video. Ability to incorporate elements of design for one's presentation.

**PUBLISHING:** Use of programs (ie: *Word, KidPix, Notebook*) to design and produce a layout for a document.

**SPREADSHEET:** Use of programs (ie: *Excel*) to design and produce a chart using real life data; ability to manipulate between a spreadsheet and a graph interpretation of data.

**WEBBING/OUTLINING:** Use of programs (ie: *Kidspiration/Inspiration, Word, Notebook, or Timeliner*) to create flow charts and outlines of a project or event.

**WORD PROCESSING:** Ability to process, manipulate, and edit documents using the computer. Familiarity with the Edit menu, especially the *Cut, Copy, and Paste* commands.

**INFORMATION LITERACY:** Ability to know when there is a need for information, to be able to identify, locate, evaluate and effectively use the information.