

# Half Hollow Hills

## K-5 Technology Integration Scope and Sequence

December 2004

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	K	1	2	3	4	5
<b>Key: I = Introduce, R = Reinforce, M = Master/Maintain</b>						
<b>Computer Awareness</b>						
short history of computers				I	R	R
short history of Internet				I	R	R
ways computers are used in society	I	I	I	R	R	R
occupations related to computer use	I	I	R	R	R	R
<b>Computer ethics:</b>						
Internet Use Agreement Form	I	R	R	R	R	R
copyright laws		I	R	R	R	R
privacy	I	R	R	R	R	M
computer crime					I	R
Internet safety protocols	I	I	R	R	R	M
<b>Computer Skills</b>						
differences in computer use at home versus school	I	R	R	M	M	M
computer terminology or glossary	I	R	R	R	M	M
identifying computer parts: CPU, monitor, input devices, storage devices, output devices	I	R	R	M	M	M
computer care (software and hardware)	I	R	M	M	M	M
powering up and powering down a computer system	I	R	R	M	M	M
importance of passwords	I	R	R	R	R	R
<b>Getting around the computer: using the operating system to:</b>						
create a new document	I	I	I	R	R	R
open a document in an application	I	I	I	I	R	R
close a document	I	R	M	M	M	M
save and save as a document	I	I	I	R	M	M
determine page setup			I	R	R	M
print	I	I	R	R	M	M
quit an application	I	I	R	R	M	M
undo a command	I	I	R	R	R	M
cut, copy, and paste items			I	R	M	M
select all		I	R	R	M	M
view the screen in a variety of ways				I	R	M
use a help menu				I	R	R
use online help				I	R	R
to hide, show, and show all applications				I	R	R
<b>Getting around Mac Manager Panels</b>						
How to LOG IN and LOG OUT of network	I	R	R	M	M	M
navigating to specific documents	I	R	R	R	M	M
saving to a specific location			I	R	R	R
creating folders and saving into them			I	R	R	M
copy files from /to a floppy or zip				I	R	R

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<b>Key: I = Introduce, R = Reinforce, M = Master/Maintain</b>						
rename files				I	R	M
delete files				I	R	M
find information about files				I	R	M
opening several applications simultaneously				I	R	R
scroll, click and drag concepts	I	R	R	R	M	M
<b>Keyboarding</b>						
identify all characters on keyboard and their position	I	I	I	R	R	R
use and care of several types of input devices (mouse, trackpad)	I	R	R	R	M	M
identify and use keyboard shortcuts	I	I	I	R	R	R
<b>Navigating the internet</b>						
bookmarking favorite sites				I	R	M
type in web address				I	R	R
import graphics/clippings from different locations/Internet				I	R	R
search engines and searching strategies				I	R	R
web page evaluation				I	R	R
<b>Using peripherals</b>						
digital camera: care, use	I	I	R	R	R	M
scanner: care, use			I	R	R	R
importing camera and scanner files into all types of documents			I	R	R	M
printer use and care	I	I	R	R	R	M
<b>Word processing skills</b>						
customizing button bar					I	R
<i>formatting techniques:</i>						
fonts, styles, size, and color		I	I	R	R	M
text alignment		I	I	R	R	M
tabs					I	R
margins				I	R	R
pages and page breaks					I	R
line spacing				I	I	R
columns				I	I	R
sections						I
headers, footers				I	R	R
outlining topics					I	R
creating stationery					I	R
<i>finding and using clip art/graphics:</i>						
from clippings file				I	R	M
from internet					I	R
from digital camera file		I	R	R	R	M
<i>using writing tools:</i>						
spell check				I	R	R
thesaurus				I	R	R
inserting a spreadsheet frame				I	R	M

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<b>Key: I = Introduce, R = Reinforce, M = Master/Maintain</b>						
inserting a drawing frame				I	R	R
<b>Drawing skills</b>						
using all tools in tools palette	I	I	I	R	R	M
using accents palette				R	M	M
selecting multiple objects			I	R	M	M
layering, arranging, aligning, locking, and grouping objects				I	I	R
<i>modifying objects:</i>						
scale					I	R
rotate					I	R
transform					I	R
flip					I	R
inserting graphics/photos				I	R	M
<b>Painting skills</b>	<b>Kid Pix</b>			<b>AppleWorks</b>		
differences between paint and drawing environments				I	R	M
selection tools: lasso and marquee				I	R	M
<i>additional tools:</i>						
paint bucket, spray can	I	R	R	R	R	R
magic wand						I
eraser	I	R	R	R	R	M
pencil and paintbrush	I	I	R	R	R	M
<b>Spreadsheets</b>						
<i>definitions:</i>						
cells				I	R	M
rows				I	R	M
columns				I	R	M
functions				I	R	M
<i>formatting:</i>						
row and column width and height				I	R	M
text: font, size, color, alignment and style				I	R	M
numbers				I	R	M
inserting and deleting rows and columns				I	R	M
editing contents of a cell				I	R	M
using functions to perform calculations: sum and average				I	R	M
creating and editing charts				I	R	M
chart type: bar, graph, pie, line					I	R
labeling chart parts: axis, legend					I	R
setting scale of a chart: minimum, maximum, and step					I	R
adding graphics					I	R
copy and paste spreadsheets and charts into word processing document.				I	R	M
setting the print range				I	R	M
setting display options				I	R	M
<b>Databases</b>						
examples of databases and their use				I	R	R

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