

GRADE 4 – COMPUTER TECHNOLOGY

Students will continue mastery of Grade 3 level skills and add the following skills and knowledge:

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◆ **COMPUTER TERMS**

Identify types of application and system software, identify internal parts of the computer – mother board, internal drives, ports, CPU, power supply, storage devices, 4 stages of computer processing – input, processing, output and storage.

Add the following Computer Literacy Skills ☐ Review proper typing skills: home row, correct posture, and finger placement

◆ **TYPING**

☐ Continue maintain home row position while adding correct finger placement of other keys

☐ Identify and use function keys appropriately while typing (Shift, Enter, Backspace, and Spacebar)

◆ **COMPUTER SECURITY**

☐ Know how to sign into online accounts (Google, Envision, Renaissance, and other teacher selected sites)

☐ Expand upon previously learned skills regarding the importance of cyber safety and security

☐ Explain the value and reason of giving proper citations.

☐ Review the purpose of an Acceptable Use Policy and expand on the consequences

of inappropriate use of technology

☐ Internet safety vocabulary such as personal, private, cyber bullying

☐ Evaluate the accuracy, relevance and appropriateness of print and non-print electronic information sources for a variety of activities

☐ Use mapping tools to plan and choose alternative routes to and from various locations

◆ **MICROSOFT WORD**

☐ Create a document with text formatting and graphics using word processing
Microsoft Word

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☐ Demonstrate the ability to use the following tools in MS Word: review 3rd grade skills and introduce inserting headers and footers, margins, page numbers, inserting a basic table, MLA format, and hyperlinks

◆ **MICROSOFT POWERPOINT**

☐ Create and present a multimedia presentation that includes graphics, animations, and transitions

☐ Demonstrate the ability to use the following tools in MS PowerPoint: advanced understanding of design and layout of slides, inserting appropriate media clips, addition of animations, and transitions as appropriate

◆ **MICROSOFT PUBLISHER/GRAPHIC DESIGNING**

☐ Create a flyer or brochure applying knowledge of previously learned formatting tools and layout Microsoft Excel

2 Create a simple spreadsheet, enter data, create a graph, and interpret the information