

GRADE 3 – COMPUTER TECHNOLOGY

Students will continue mastery of grade 2 level skills and add the following skills and knowledge:

♦ **COMPUTER TERMS**

☒ Use, apply, define and understand terminology terms such as input devices, output devices, computer memory, hardware vs software, types of computer storage, know what the CPU does

♦ **TYPING**

☒ Introduce effective typing skills: good posture, proper finger placement while maintaining home row position

☒ Locate and type using the home row keys properly

☒ Identify and use function keys appropriately

♦ **COMPUTER SECURITY**

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

☒ Identify strategies for strong passwords versus weak passwords

☒ Demonstrate understanding of various ways people can connect on the Internet and what it means to be “online”

☒ Recognize the kind of information that is private.

☒ Understand that they should never give out private information on the Internet.

☒ Learn to create effective usernames that protect their private information.

♦ **WRITING AND RESEARCH**

☒ Explain how giving credit is a sign of respect for people’s work

- ☒ Explain the why students sign Acceptable Use Policy
- ☒ Effectively use a search engine to find information about a topic
- ☒ Understand how sites such as www.enchantedlearning.com, and other such as www.dictionary.com, are reliable resources for non-print information.
- ☒ 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
- ☒ Demonstrate the ability to use the following tools in MS Word: highlighting, double-spacing, layout orientation spacing between words and sentences, inserting images (clip art) and tables, use of bullets, numbered lists, borders, page orientation, editing features: cut, copy, & paste, left and center alignment, super & subscript, use of word art, and inserting a textbox

Microsoft PowerPoint:

- ☒ Create and present a multimedia presentation that includes graphics
- ☒ Demonstrate the ability to use the following tools in MS PowerPoint: create & edit multiple slides, slide design, inserting text and graphics into the presentation