

GRADE 5 – COMPUTER TECHNOLOGY

Students will continue mastery of grade 4 level skills and add the following skills and knowledge:

♦ **COMPUTER TERMS**

- ☒ Identify and explain computer/technology including parts and resources.

- ☒ Know and explain the 4 stages of information processing – Input,

Processing, Output and Storage

TYPING

- ☒ Review of proper typing skills: home row, correct posture, and finger

placement

- ☒ Locate and type using all of the letter keys while maintaining home row

position

- ☒ Identify and use function keys (Shift, Enter, Backspace & the Spacebar)

appropriately while typing

- ☒ Introduction of correct hand placement for use of number keys and symbols

COMPUTER SECURITY

- ☒ Know how to sign into online accounts (Google, Envision, Renaissance, and

other teacher selected sites)

- ☒ Create, organize and navigate folders on the network and in the cloud

- ☒ Discuss and explain the importance of the Acceptable Use Policy and how it

affects the students

- ☒ Distinguish between personal information, which is safe to share online, and

private information, which is unsafe to share

☒ Articulate when it is acceptable to use people's work, and how to write a citation

☒ Recognize some of the key similarities and differences between in-person bullying and cyber bullying.

☒ Identify strategies for dealing responsibly with cyber bullying

Microsoft Word/Google Docs/OneDrive

☒ Create a document with text formatting and graphics using word processing

☒ 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

☒ Create a document and share with another student

Microsoft PowerPoint/Google Slides/OneDrive

☒ Create and present a multimedia presentation that includes graphics, sounds, 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

☒ Create a flyer or brochure applying knowledge of previously learned formatting tools and layout **Microsoft Excel/Google Spreadsheets/OneDrive**

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