

# Fourth Grade

*Bond County CUSD #2 encourages that the use of technology & the student's acquisition of technology skills be embedded within the general curriculum, with the exception of keyboarding and Internet safety. Mastery of technology skills should be a result of using technology as a tool to learning- similar to how a student uses a pencil and paper. Teachers are encouraged to examine current curriculum, and using this guide, purposely give students opportunities to learn and practice age appropriate essential technology skills as a part of their overall educational plan.*

## **A fourth grade student will be able to:**

- Problem solve through trial and error
- Suggest a technical solution to a manual task
- Use multiple strategies to achieve a goal
- Conduct research using a variety of media
- Identify appropriate uses of technology
- Recommend innovative uses for technology
- Suggest troubleshooting strategies
- Select an appropriate application to perform a task

## **Through the BCCU #2 Technology Curriculum, the student will work to:**

- Identify a computer's components and their function
- Identify and use a menu
- Identify and use an icon
- Launch and exit/quit an application
- Use a scroll bar
- Open an existing document
- Create a new document
- Close/Print/Save a document
- Cancel (undo) a previous action
- Handle removable media properly
- Identify and explain input and output differences
- Demonstrate proper computer etiquette
- Navigate from one folder to another
- Explain the purpose of a copyright
- Add a scanned/or captured image to a file
- Scan/or capture a picture or a block of text
- Take a screenshot
- Use the HELP function
- Describe the differences between SAVE and SAVE AS commands
- Task switch among applications
- Switch between two open documents
- Use Print Preview function
- Change a window's size
- Copy/Rename/Delete a file
- Log on to the computer/Internet using a username & password
- Access websites through hypertext
- Describe proper Internet etiquette
- Access a website by entering a URL
- Bookmark a web page
- Use the zoom function in a browser
- Use a computer or online calculator
- Magnify to enlarge or to reduce the view of a graphic
- Import and export data among applications
- Select Print options
- Customize the desktop

<ul style="list-style-type: none"> <li>● Identify input and output ports and their functions</li> <li>● Explain how information is stored</li> <li>● Explain the difference between types of computer memory</li> </ul>	<ul style="list-style-type: none"> <li>● <a href="#">Inside Your Computer Video</a></li> <li>● <a href="#">Hard Drive and RAM</a></li> </ul>
<ul style="list-style-type: none"> <li>● Describe the relative size of a byte, a kilobyte, a megabyte and a gigabyte</li> </ul>	<p><a href="#">Understanding Data Measurements</a></p> <p><a href="#">What are KB, MB, GB and TB (0:00 to 2:30 only)</a></p>
<ul style="list-style-type: none"> <li>● Identify operating systems</li> </ul>	<p><a href="#">Introduction to Operating System (OS)</a></p>
<ul style="list-style-type: none"> <li>● Use the keyboard to execute commands</li> </ul>	<p><a href="#">Chromebook Keyboard Shortcuts</a></p>
<ul style="list-style-type: none"> <li>● Organize file and folder structure</li> <li>● Identify common filename extensions</li> </ul>	<p><a href="#">File Management Part 1</a></p>
<ul style="list-style-type: none"> <li>● Explain how data is transferred via the Internet</li> <li>● Explain hypertext</li> <li>● Explain why the Internet was developed</li> <li>● Explain the function of an Internet service provider</li> </ul>	<ul style="list-style-type: none"> <li>● <a href="#">Kids Explain what the Internet Is</a></li> <li>● <a href="#">What is the World Wide Web</a></li> <li>● <a href="#">The Internet Explained</a></li> <li>● <a href="#">Who Invented the Internet? And Why?</a></li> <li>● <a href="#">NSF and the Birth of the Internet</a></li> </ul>
<ul style="list-style-type: none"> <li>● Determine the available free space on a disk</li> <li>● Describe a computer's specifications</li> </ul>	<ul style="list-style-type: none"> <li>● <a href="#">How to find system information on a Chromebook</a> <ul style="list-style-type: none"> <li>○ chrome://system</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>● Be able to demonstrate basic Internet search skills</li> </ul>	<ul style="list-style-type: none"> <li>● <a href="#">Google Landing</a> <ul style="list-style-type: none"> <li>○ <a href="#">Presentation</a></li> </ul> </li> <li>● <a href="#">The Key to Keywords</a> <ul style="list-style-type: none"> <li>○ <a href="#">Lesson Plan with student handouts</a></li> <li>○ <a href="#">Lesson in Action Video</a></li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>● Demonstrate basic-proficient keyboarding skills</li> </ul>	<ul style="list-style-type: none"> <li>● <a href="#">Good Typing</a></li> <li>● <a href="#">Power Typing</a></li> <li>● <a href="#">Alpha Munchies</a></li> <li>● <a href="#">Learn 2 Type</a></li> <li>● <a href="#">Alphabetic Rain</a></li> <li>● <a href="#">E-Learning Keyboarding</a></li> <li>● <a href="#">Typing Club</a></li> <li>● <a href="#">Fun To Type</a></li> <li>● <a href="#">Keyboarding Games</a></li> <li>● <a href="#">Only Typing Games Online</a></li> </ul>

**Using an office productivity suite such as Google Docs, Slides, Sheets, or Drawing, the student will be able to:**

### **Graphics**

- Access & navigate graphics libraries
- Add an image
- Resize an object
- Crop an image
- Delete an image
- Flip an image
- Rotate an image
- Reposition an object
- Duplicate an object
- Layer objects
- Use tools to create shapes and lines
- Select and use different line widths and styles
- Select several objects at the same time
- Group and ungroup objects
- Save a document as a graphics file

### **Wordprocessing**

- Enter text
- Delete text, image
- Change text color, size, font, style
- Cut, copy & paste text
- Change text alignment
- Adjust line spacing
- Change page orientation
- Select an appropriate page view
- Create and modify graphical text effects
- Create bulleted list
- Use Spell Check function
- Insert a table
- Customize a table
- Insert page numbers
- Set tabs
- Use tabs
- Set margins

### **Spreadsheets**

- Identify columns and rows in a table
- Find a cell by its column and row position
- Identify which cells contain formulas, labels and numbers

### **Spreadsheets, continued**

- Enter and modify data
- Change column width
- Change column height
- Use a spreadsheet to perform mathematical operations

### **Multimedia**

- Create a presentation slide
- Add text, insert images
- Change background color
- Add a background image
- Play a presentation
- Reorder slides/cards
- Use a background or a template multiple times
- Add hot spots or buttons
- Add transitions to a presentation
- Change the amount of time a slide/card appears

### **Desktop Publishing**

- Apply a border to a graphics frame or a text frame
- Create a border around a page
- Create a text frame
- Insert or delete a page
- Rotate text
- Create columns
- Add captions to a chart or a graphic
- Layer text frames or graphic frames
- Add a shadow to a graphics frame or a text frame
- Alter the shading of a graphics frame or a text frame
- Move between the background and the foreground

### **Databases**

- Arrange data by grouping
- Arrange data by ordering
- Enter data
- Insert and delete records and fields
- Sort a database
- Determine the critical characteristics upon which to sort

- Explain the purpose of the entry bar

**Databases, Continued**

- Recognize relationships described by AND, OR and NOT
- Define RECORDS and FIELDS and explain how they differ

- Move between records and fields
- Name fields
- Locate records that match a single criterion

**Internet Safety Instruction will include the following topics/lessons:**

<p>Safe use of social networking websites, chat rooms, e-mail, bulletin boards, IM'ing, Internet.</p>	<p><a href="#">Super Digital Citizen</a></p> <ul style="list-style-type: none"> <li>• <a href="#">Lesson Plan with student handouts</a></li> <li>• <a href="#">Video</a> <ul style="list-style-type: none"> <li>○ <a href="#">Discussion Guide</a></li> </ul> </li> </ul> <p><a href="#">Talking Safely Online</a></p> <ul style="list-style-type: none"> <li>• <a href="#">Lesson Plan with student handouts</a></li> <li>• <a href="#">Lesson in Action Video</a></li> </ul>
<p>Recognizing, avoiding, and reporting online solicitation of children by sexual predators.</p>	<p><a href="#">Understanding Online "Friends" Video</a></p>
<p>Risks of transmitting personal information on the Internet.</p>	<p><a href="#">The Princess' Password eBook</a></p> <ul style="list-style-type: none"> <li>• <a href="#">Discussion Guide</a></li> </ul>
<p>Recognizing and avoiding unsolicited or deceptive communications received online.</p>	<p>UYN-Don't Open That File</p> <ul style="list-style-type: none"> <li>• <a href="#">Lesson Plan</a></li> <li>• <a href="#">Video</a></li> </ul>
<p>Recognizing and reporting online harassment and cyberbullying.</p>	<p><a href="#">The Power of Words</a></p> <ul style="list-style-type: none"> <li>• <a href="#">Lesson Plan with student handouts</a></li> <li>• <a href="#">Video</a> <ul style="list-style-type: none"> <li>○ <a href="#">Discussion Guide</a></li> </ul> </li> </ul>
<p>Reporting illegal activities and communications on the Internet.</p>	<p><a href="#">Privacy Pirates Game</a></p> <ul style="list-style-type: none"> <li>• <a href="#">Game</a></li> <li>• <a href="#">Handout</a></li> </ul>
<p>Copyright laws on written materials, photographs, music, and video.</p>	<p>Faux Paw the Techno Cat</p> <ul style="list-style-type: none"> <li>• <a href="#">Video</a></li> </ul>