# Grade 4 Technology Curriculum

**Standard: Basic Operation and Concepts**

Benchmark: The student is proficient in keyboarding.

Indicator:

1. Proper use of the mouse. (M)
2. Proper use of home row and space bar. (D)
3. Use proper keyboarding techniques for touch control of alphabetic, numeric, and symbol keys. (D)
4. Importance of posture and proper typing technique. (D)
5. Use proper keyboarding techniques with speed and accuracy appropriate for grade level. (D)

*Benchmark: The student demonstrates a sound understanding of the operation of a computer system and file management.*

Indicator:

1. Proper use of input and output devices. (D)
2. Proper power on, login, logout, and shut down procedures. (D)
3. Handle, access, and save using various storage devices including flash drives and network home drives. (D)
4. Properly connecting and disconnecting peripheral devices. (D)

*Benchmark: The student demonstrates a sound understanding of the Windows operating systems.*

Indicator:

1. Understands right and left mouse buttons. (D)
2. Starts program without assistance. (D)
3. Demonstrates resizing of the windows. (D)
4. Uses menus and toolbars. (D)
5. Uses scroll bars. (D)

*Benchmark: The student will be able to operate and understand the functions of the World Wide Web and the Internet.*

Indicator:

1. Can access and connect to the Internet. (D)
2. Explains the purpose of an Internet browser. (D)
3. Identifies the basic buttons and menu options used within the browser. (D)
4. Identifies and access a variety of search engines. (D)
5. Searches the web using a directory. (D)
6. Searches the web using keywords. (D)

**Standard: Social, Ethical, and Human issues**

Benchmark: The student understands the ethical, cultural, and societal issues related to technology and practices responsible use of technology.

Indicator:

1. Understands software copyright, privacy rights, and virus transmission. (D)
2. Understands the importance of consideration and mutual respect in the use of computing resources including network bandwidth. (D)
3. Understand the importance of current safety and ethical issues in technology. (D)

**Standard: Technology productivity tools**

Benchmark: The student will be able to operate and understand the functions of word processing program.

Indicator:

1. Understands common word processing terminology. (D)
2. Create a document. (I)
3. Format a document according to certain specifications. (D)

Benchmark: The student will be able to operate and understand the functions of a spreadsheet program.

Indicator:

1. Understand common spreadsheet terminology. (D)
2. Create a spreadsheet. (D)

Benchmark: The student will be able to operate and understand the functions of a presentation program.

Indicator:

1. Understand common presentation graphics terminology. (I)
2. Create a presentation. (I)
3. Open, save, print, and deliver a presentation. (I)

**Standard: Technology problem-solving and decision-making tools**

Benchmark: The student will use technology resources for solving problems and making informed decisions.

Indicator:

1. Properly select and apply technology resources to real world situations. (D)