



use advanced keyboard functions: Ctrl (Apple key) A, S, P, C, X, V  
 type alphabetic keys using touch method  
 key from an edited rough draft using QWERTY method  
 compose a document as you key (at the keyboard)  
 enter numbers using 10-Key  
 develop keyboarding proficiency (See chart below)

**Suggested End of Year Proficiency Goals**

3rd and 4th - Emphasis on proper technique and finger placement  
 5th - 15 Words Per Minute (WPM) with 85% Accuracy  
 6th - 20 Words Per Minute (WPM) with 85% Accuracy  
 7th - 30 Words Per Minute (WPM) with 85% Accuracy  
 8th - 40 Words Per Minute (WPM) with 85% Accuracy

**I - Introduce**  
**R - Reinforce**  
**M - Master**



**OUTCOME - WORD PROCESSING**

ISTE Standards for Students - 2C, 3A, 3B, 5B, 6A, 6B

Indicators

**The student will:**

input and edit simple text in a word processing document  
 use standard and formatting toolbars  
 manipulate text: font, size, and color  
 use Undo button on Standard toolbar  
 open, save, and retrieve a document  
 adjust alignment of text: left and center  
 format text: bold, italics, underline  
 insert clip art: edit position and size  
 use spell check  
 use print preview  
 insert bulleted and numbered lists  
 create illustrations using drawing tools  
 design WordArt  
 indent using the Tab key  
 create and format one-page documents  
 insert and format textboxes  
 align text: right and justify  
 apply headers and footers  
 wrap text around an image (text wrap)  
 insert and format tables  
 adjust line spacing  
 insert page numbers  
 set and clear tabs: left, center, right, and decimal  
 adjust page setup: margins, orientation, vertical spacing  
 insert borders: text and page  
 set hanging indents  
 create and format a multi-page document

K	1	2
I	R	R
I	R	R
I	R	M
I	R	M
	I	R
	I	R
	I	R

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## OUTCOME - SPREADSHEET

ISTE Standards for Students - 2C, 3A, 3B, 5A, 5B, 6A, 6B

### Indicators

#### The student will:

- identify rows, columns, and cell names
- copy simple data table into a spreadsheet
- create a bar or column graph
- interpret data in a graph or chart
- label chart titles and axes
- adjust column and row widths
- perform basic formatting tasks such as changing fonts & attributes
- align data within cells and charts
- format charts
- create a data table with multiple rows and columns
- enter simple data and labels in a workbook
- use the Sum function to add values
- enter simple formulas: addition, subtraction, multiplication, division
- create a variety of charts or graphs
- use cell referencing in formulas and functions
- perform fill series functions using select criteria
- copy a chart or graph into another document
- copy formulas within a spreadsheet using relative cell references
- copy formulas within a spreadsheet using absolute cell references

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K	1	2
	I	R

## OUTCOME - DATABASE

ISTE Standards for Students - 2C, 3A, 3B, 5A, 5B, 5C, 6A, 6B

### Indicators

#### The student will:

- use prepared electronic databases such as dictionaries, encyclopedias, almanacs, catalogs, etc. (SIRS: Discoverer Online, Enchanted Learning.com)
- employ search strategies (subject trees, keywords, table of contents) to retrieve information from prepared electronic databases
- sort information alphabetically and/or numerically by field in a prepared database
- create a simple database to enter and manage information
- define fields and records in a database
- sort and filter data with various criteria
- filter data using Custom Filter (*MS Excel*)
- merge database records with word processing document

K	1	2
	I	R



