Southwest Independent School District

Technology Applications TEKS Teacher Guide

Student Success Through Excellence, Achievement, and Improvement.

Kindergarten

Foundations
Technology Terminology/Acceptable Use Policy (AUP)
T1   Learn grade level appropriate technology terminology. (1A)
T2   Teachers will explain the rules included in the SWISD Acceptable Use Policy and model appropriate use of the computer. (3A)
T3   Students will sign the SWISD AUP and demonstrate an understanding of the rules when accessing district/campus computers. (3A)

Networking
N1   Login to the network using campus username by the end of the first semester. Students may use index cards or labels containing username. (1C)
N2   Log off of the network. (1C)
N3   Create, name, and save files to a network/personal storage device. (1B, 1C)
N4   Access files in network/personal directory and on the student-shared directory. (1C)
N5   Save files from the student-shared directory to network/personal directory by either copying the icon or using the *Save As* feature within the program. (1B, 1C)
N6   Print to a networked printer using the printer icon. (1C)

Basic Operations
B1   Power the computer on by pressing the power button on both the computer and the monitor.
B2   Power the computer off by clicking *Start* and choosing *Shutdown*.
B3   Use *My Computer* to navigate to available drives. (1C)
B4   Open programs by using the mouse to double-click program icons (shortcuts) on the desktop. (1B)
B5   Exit programs by clicking on the "X" in the upper right hand corner of a program window. (1B)
B6   Use the left click button on the mouse to select or drag objects on the screen. (2A)
B7   Use the mouse to scroll up or down within a window by clicking and dragging the scroll bar or clicking the up or down arrows. (2A)
B8   Open CD-ROM tray, insert CD, close CD-ROM tray, and access files/programs on CD. (2A)
B9   Use *Save* and *Save As* appropriately. *Save As* - Allows the destination, file name, and file type to be chosen. *Save* - Saves file using existing location, file name, and file type. (1B)

Keyboarding
K1   Begin to recognize letter location and left/right hand sides of the keyboard. (2A, 2B)
K2   Begin to demonstrate use of the *Space Bar* and *Return*/*Enter* key. (2A, 2B, 2C)
K3   Begin to use the *Shift* key to create capital letters. (2A, 2B, 2C)
K4   Begin to keyboard simple words using hunt and peck method while maintaining right-hand and left-hand keyboard orientation. (2A, 2B, 2C, 2D)

Information Acquisition & Problem Solving
These applications are intended to be used within the context of the content area TEKS to express ideas and solve problems.
Word Processing (Word)
W1   Create a new document or open an existing one on the student-shared directory. (1C, 7A, 7B)
W2   Enter text. (2E)
W3   Change font size. (10A, 10B)
W4   Use the *Backspace* key to delete text. (2D)
W5   Use the *Shift* key to make capital letters. (2E)

Multimedia
PowerPoint
M1   Open an existing presentation on the student-shared directory. (1C)
M2   Use a teacher-created template to complete an activity. (7A, 7B)

Windows Media Player
M3   Click to play an existing audio or video file. (5A)

Spreadsheet (Excel)
S1   Open an existing spreadsheet on the student-shared directory. (1C)
S2   Enter data in an existing template to complete an activity (e.g. Have a spreadsheet set up so students can enter data and a graph/chart will display the results of the entries). (7A, 7B)

Paint (Graphics Programs)
P1   Open a new picture or an existing picture on the student-shared directory. (1C, 7A, 7B)
P2   Use paint tools and background textures. (10A, 10B)
P3   Use the picture stamps for illustrations. (10A, 10B)
P4   Use the letter stamps to create words. (10A, 10B)
P5   Use the text box tool to write words or sentences. (2E)
P6   Use the eraser tool to delete painted text or illustrations. (10A, 10B)
P7   Use the dynamite tool to clear work area. (10A, 10B)
P8   Use the undo tool to undo the last action. (10A, 10B)

Graphic Organizer (Kidspiration/Inspiration)
G1   Open teacher-created template and complete activity. (1C, 7A, 7B)

Internet Browser (Internet Explorer)
I1   Open an existing resource page on the student-shared directory. (1C, 5A, 8B)
I2   Click on link to view web site. (5A, 8B)
I3   Use the Back, Forward, and Home buttons to navigate. (4B)

Collaboration
C1   Use technology to communicate and collaborate with other students on group projects. (8A)

Communication
Publish
PB1   Display work on the computer screen, projector, television, or printer. (11A)

Portfolio
A1   Students and teachers will select items that have been saved to the students' personal network directories to store in an electronic portfolio. (11B, 12A)

Kindergarten Technology Applications Terminology

Keyboard	An input device with keys that have letters, numbers, or symbols which are used to enter information into a computer.
Monitor	A display screen designed as an output device for a computer and usually composed of a Cathode Ray Tube.
Computer	An electronic machine that can perform calculations and can process a large amount of information accurately and much more rapidly than the human brain.
Printer	A mechanical output device that can print text and graphics on paper.
Cursor	A highlighted or bright (sometimes blinking) line or other mark that shows where information is being input; that is, where the next letter or character will appear. Sometimes the cursor is a special picture or icon.
Desktop	The area on the screen where you move windows and icons around.
Menu	The location in a program where special commands, functions, or features can be accessed. For example, there is the start menu on the desktop, and the file menu in a word processing program.
Undo	Removing the last change made to a file or document. Many programs only allow a user to undo the very last change performed; however, Microsoft office products allow the user to undo all changes.
Save	To store a file on a diskette, hard drive, or network server for future use.
Click	The process of pressing the mouse button one time on an item. Single clicking is most often used on buttons, hypertext on the Internet, and in game-like programs.
Double-click	The process of clicking the mouse button two times in rapid succession without moving the body of the mouse. Double-clicking is usually used to launch a program or open a file.
Network	The entire collection of computers connected to a server with patch cables. The network allows users to share information from one networked computer to another.
Username	The unique name provided to each user who has an account on the network. Sometimes referred to as a login name, the username for Novell is the first five letters of a user's last name and the first letter of the user's first name. (ex. John Smith = smithj; Mary More = morem; Jane Doeadeer = doeadj)
Logon	Connecting with a computer network system, usually requiring the use of a username or password.
Logoff	Exiting programs and disconnecting from the computer network system.

Kindergarten Technology Applications Terminology

CD-ROM	(Compact Disk Read Only Memory) CD-ROM readers can be attached to a computer and make available to it the large amounts of digitally encoded information stored on the round CD-ROM disks.
My Computer	A Windows icon that when opened, allows the user to access all storage areas associated with a particular computer. The My Computer icon is located on the desktop of Windows machines (Gateways).
Personal Drive	The location on the server where individual users can save their work. This drive is named the same as the username of the individual who logged on to the computer.

First Grade

Foundations
Technology Terminology/Acceptable Use Policy (AUP)
- T1 Learn grade level appropriate technology terminology. (1A)
- T2 Teachers will explain the rules included in the SWISD Acceptable Use Policy and model appropriate use of the computer. (3A)
- T3 Students will sign the SWISD AUP and demonstrate an understanding of the rules when accessing district/campus computers. (3A)
- T4 Students will not copy: 1) another individual's electronic work, or 2) software for which they do not have a license. (3B)

Networking
- N1 Login to the network using campus username by the end of the first semester. Students may use index cards or labels containing username. (1C)
- N2 Log off of the network. (1C)
- N3 Create, name, and save files to a network/personal storage device. (1B, 1C)
- N4 Access files in network/personal directory and on the student-shared directory. (1C)
- N5 Save files from the student-shared directory to network/personal directory by either copying the icon or using the *Save As* feature within the program. (1B, 1C)
- N6 Print to a networked printer using the printer icon. ***Print*** from the ***File*** menu. (1C)

Basic Operations
- B1 Power the computer on by pressing the power button on both the CPU and the monitor.
- B2 Power the computer off by clicking *Start* and choosing *Shutdown*.
- B3 Use *My Computer* to navigate to available drives. (1C)
- B4 Open programs by going to *Start*, clicking on *Programs*, and choosing the appropriate program. (1B)
- B5 Exit programs by going to *File* and clicking *Exit*. (1B)
- B6 Use the mouse to perform single-click, double-click, and click and drag functions with the left mouse button only. (2A)
- B7 Use the mouse to scroll up or down within a window by clicking and dragging the scroll bar or clicking the up or down arrows. (2A)
- B8 Minimize windows (shrink to task bar) by clicking the underscore in the top right corner of any window.
- B9 Click on the minimized file in the task bar to display the window.
- B10 Open CD-ROM tray, insert CD, close CD-ROM tray, and access files/programs on CD. (2A)
- B11 Use *Save* and *Save As* appropriately. *Save As* - Allows the destination, file name, and file type to be chosen. *Save* - Saves file using existing location, file name, and file type. (1B)
- B12 Use the *Undo* feature in Office applications to recover previous work (e.g. recover typed words, unpaste, unformat, etc).

Keyboarding
- K1 Recognize left/right hand sides of the keyboard. (2A, 2B)
- K2 Demonstrate correct use of the space bar and *Return/Enter* key. (2A, 2B, 2C)
- K3 Use the *Shift* key to create capital letters. (2A, 2B, 2C)
- K4 Introduce students to the home row keys. (2A, 2B, 2C)
- K5 Keyboard simple words using hunt and peck method while maintaining right-hand and left-hand keyboard orientation. (2A, 2B, 2C, 2D)
- K6 Use correct posture when keyboarding. (2A, 2B)

K7	Use language skills including capitalization, punctuation, spelling, word division, and the use of numbers and symbols as grade-level appropriate. (2D, 2E)

Information Acquisition & Problem Solving

These applications are intended to be used within the context of the content area TEKS to express ideas and solve problems.

Word Processing (Word)

W1	Create a new document or open an existing one on the student-shared directory. (1C)
W2	Enter text. (2E)
W3	Change font size and type. (10A, 10B)
W4	Use the *Backspace* key to delete text. (2D)
W5	Use the *Shift* key to make capital letters and access punctuation marks. (2E)
W6	*Insert Clipart*. (5A, 10A, 10B)
W7	Move and resize clipart. (10D)

Multimedia

PowerPoint

M1	Open an existing presentation on the student-shared directory. (1C)
M2	Use a teacher-created template to complete an activity (e.g. Building Blocks Making Words). (7A, 7B)
M3	Create a new presentation. (7A, 7B)
M4	*Insert* at least two *New Slides*. (7A, 7B)
M5	Add text to slides. (2E)
M6	Change the font size and type. (10A, 10B)
M7	*Insert Pictures* from *Clipart Gallery.* (5A, 10A, 10B)
M8	Move and resize clipart. (10D)

Windows Media Player

M9	Click to play an existing audio or video file. (5A)

Peripherals

M10	Take pictures using the digital camera. (2A)

Spreadsheet (Excel)

S1	Open an existing spreadsheet on the student-shared directory. (1C)
S2	Enter data in an existing template to complete an activity (e.g. Have a spreadsheet set up so students can enter data and a graph/chart will display the results of the entries). (7A, 7B)

Paint (Graphics Programs)

P1	Open a new picture or an existing picture on the student-shared directory. (1C, 7A, 7B)
P2	Use paint tools and background textures. (1C)
P3	Use the picture stamps for illustrations. (10A, 10B)
P4	Change the size of picture stamps. (10A, 10B)
P5	Use the letter stamps to create words. (2E)
P6	Use the text box tool to write words or sentences. (2E)
P7	Use the eraser tool to delete painted text or illustrations. (10A, 10B)
P8	Use the dynamite tool to clear work area. (10A, 10B)
P9	Use the undo tool to undo the last action. (10A, 10B)
P10	Use the record feature to create original voice recordings. (5A)

Graphic Organizer (Kidspiration/Inspiration)
- G1   Open teacher-made template and complete activity. (1C, 7A, 7B)
- G2   Insert symbols or pictures into diagram. (10A, 10B)
- G3   Insert text. (2E)
- G4   Change the font size and type. (10A, 10B)

Internet Browser (Internet Explorer)
- I1   Open an existing resource page on the student-shared directory. (1C, 5A, 8B)
- I2   Click on a link to view web site and activate audio files, image files, and video clips. (5A, 8B)
- I3   Use the *Back, Forward,* and *Home* buttons to navigate. (4B)

Collaboration
- C1   Use technology to communicate and collaborate with other students on group projects. (8A)
- C2   Use any applications available to create products that communicate ideas when working on group projects. (7B)

Communication
Publish
- PB1   Display work on the computer screen, projector, television, or printer. (11A)
- PB2   Evaluate product to determine whether it is relevant to the task and meets specific lesson objectives. (12B)

Portfolio
- A1   Students and teachers will select items that have been saved to the students' personal network directories to store in an electronic portfolio. (11B, 12A)

1st Grade Technology Applications Terminology

CPU	(Central processing unit): The main component, or "brain," of a computer. It is the chip that performs all of the information processing. The piece of hardware that contains the CPU is often called the CPU.
Disk drive	The device that reads from and writes to a floppy disk or hard disk.
Diskette	The most common storage device used with microcomputers. Most floppy disks are covered by a hard plastic jacket with a metal slide that is moved to read or write information.
Program	A software program that allows you to do different things on the computer. Microsoft Word, PowerPoint, Photostory, and Inspiration are examples of programs.
Folder	An area for storing files to keep them organized. Folders can be placed within other folders to assist with further organization.
File	A collection of data or information that has a name.
Icon	A small image on the desktop that represents a program, file, or document.
Launch	The process of opening a file usually by double-clicking on a program icon.
Web page	A file and associated files that appear in a web browser at one time.
Click-n-drag	A four-step mouse process that moves an object across the screen and "drops" it into a new location. The mouse is placed over the item to be moved and then the left mouse button is pressed and held. The mouse, with the button held, is then moved over or onto the area into which the item is to be placed. Finally, the mouse button is released and the item is moved to a new location. This works with files, icons, highlighted text, etc.
Save-as	Stores a file on a diskette, hard drive, or network server, and allows the user to name the file.
Raceway	The plastic rectangular tubing that runs along the walls in classrooms and up to the ceiling. The raceways house the cables that allow the computers on the network to communicate with one another.
Drop	The physical location in the raceway in which a computer is connected to the network via a patch cable. The drop resembles a telephone wall jack.
Patch cable	The cable that connects the computer to the network when it is plugged into the drop located in the raceway. These cables are usually blue and resemble a telephone cord.
Shortcut	An icon that points to a program on the computer. When launched, a shortcut instructs the computer to open the software program with which the shortcut

1st Grade Technology Applications Terminology

	is associated.
Taskbar	The bar in Windows that lists all currently running programs and open folders. This bar is usually located at the bottom of the screen and is the location where the Start menu is housed.
Internet	Internet is an international collection of interconnected, independent networks that support a common set of data communication protocols. The Internet provides connectivity and several applications, such as e-mail and Netnews.

Second Grade

Foundations
Technology Terminology/Acceptable Use Policy (AUP)

T1   Learn grade level appropriate technology terminology. (1A)

T2   Teachers will explain the rules included in the SWISD Acceptable Use Policy and model appropriate use of the computer. (3A)

T3   Students will sign the SWISD AUP and demonstrate an understanding of the rules when accessing district/campus computers. (3A)

T4   Students will not copy: 1) another individual's electronic work, or 2) software for which they do not have a license. (3B)

Networking

N1   Login to the network using campus username by the end of the first semester. Students may use index cards or labels containing username. (1C)

N2   Log off of the network. (1C)

N3   Create, name, and save files to personal directory on the network. (1B, 1C)

N4   Access files in personal directory and on the student-shared directory. (1C)

N5   Save files from the student-shared directory to personal directory by either copying the icon or using the *Save As* feature within the program. (1B, 1C)

N6   Print to a networked printer using printer icon or selecting *Print* from the *File* menu. (1C)

Basic Operations

B1   Power the computer on by pressing the power button on both the CPU and the monitor.

B2   Power the computer off by clicking *Start* and choosing *Shutdown*.

B3   Use *My Computer* to navigate to available drives. (1C)

B4   Open and close programs using a method of their choice. (1B)

B5   Use the mouse to perform single-click, double-click, and click and drag functions with the left mouse button only. (2A)

B6   Use the mouse to scroll up or down within a window by clicking and dragging the scroll bar or clicking the up or down arrows. (2A)

B7   Minimize windows (shrink to task bar) by clicking the underscore in the top-right corner of any window.

B8   Click on the minimized file in the task bar to display the window.

B9   Maximize or restore an opened window by clicking on the middle button in the upper-right corner of any given window.

B10   Open CD-ROM tray, insert CD, close CD-ROM tray, and access files/programs on CD. (2A)

B11   Use *Save* and *Save As* appropriately. *Save As* - Allows the destination, file name, and file type to be chosen. *Save* - Saves file using existing location, file name, and file type. (1B)

B12   Use the *Undo* feature in Office applications to recover previous work (i.e. recover typed words, unpaste, unformat, etc).

B13   Use the laptops within the wireless lab, focusing on the use of the touchpad as a mouse. (2A)

B14   Use the *Help* menu to type in a keyword and/or look at the available list of topics. (5B)

B15   Use *Copy, Cut*, and *Paste* functions to edit documents.

Keyboarding

K1   Use the correct left/right hand positions on the keyboard. (2A, 2B)

K2   Demonstrate correct use of the space bar and *Return*/*Enter* key. (2A, 2B, 2C)

K3   Use specialized computer keys such as *Shift* and *Esc*. (2A, 2B, 2C)

K4   Demonstrate proper finger position on Home Row keys. (2A, 2B, 2C)

K5   Keyboard simple sentences (students may look at keyboard when necessary, especially for non-Home Row keys). (2A, 2B, 2C, 2D, 2E)

K6   Use correct posture when keyboarding. (2A, 2B)

K7   Use language skills including capitalization, punctuation, spelling, word division, and the use of numbers and symbols as grade-level appropriate. (2E)

K8   Use one space after all punctuation marks. (2E)

Information Acquisition & Problem Solving

These applications are intended to be used within the context of the content area TEKS to express ideas and solve problems.

Word Processing (Word)

W1   Create a new document or open an existing one on the student-shared directory. (7A, 7B)

W2   Enter text. (2E)

W3   Change font size, type, style (bold, italicize, underline), and color. (10A, 10B)

W4   Use the *Backspace* and *Delete* key to delete text. (2D)

W5   Use the *Shift* key to make capital letters and access punctuation marks. (2E)

W6   *Insert Pictures* from *Clipart Gallery* and *From File* (digital camera, scanner, or other source). (5A, 10A, 10B)

W7   Move and resize clipart. (10D)

Multimedia

PowerPoint

M1   Open an existing presentation on the student-shared directory. (1C)

M2   Use a teacher-created template to complete an activity. (7A, 7B)

M3   Create a new presentation. (7A, 7B)

M4   *Insert* multiple *New Slides*. (7A, 7B)

M5   Add text to slides. (2E)

M6   Change the font size, type, style (bold, italicize, underline), and color. (10A, 10B)

M7   *Insert Pictures* from *Clipart Gallery* and *From File* (digital camera, scanner, or other source). (5A, 10A, 10B)

M8   Move and resize clipart. (10D)

M9   Use the *Slide Sorter* view to organize (change sequence) and edit presentation. (9B)

Windows Media Player/Safari Montage/Photostory

M10   Click on a link to activate audio files, image files, and video clips. (5A)

Peripherals

M11   Take pictures using the digital camera and upload images to a computer. (2A)

Spreadsheet (Excel)

S1   Open an existing spreadsheet on the student-shared directory. (1C)

S2   Enter data in an existing template to complete an activity (e.g. Have a spreadsheet set up so students can enter data and a graph/chart will display the results of the entries). (7A, 7B)

Paint (Graphics Program)

P1   Open a new picture or an existing picture on the student-shared directory. (7A, 7B)

P2   Use paint tools and background textures. (10A, 10B)

P3   Use the picture stamps for illustrations. (10A, 10B)

P4   Change the size of picture stamps. (10A, 10B)

P5   Use the letter stamps to create words. (2E)

P6   Use the text box tool to write words or sentences. (2E)

P7   Use the eraser tool to delete painted text or illustrations. (10A, 10B)
P8   Use the dynamite tool to clear work area. (10A, 10B)
P9   Use the undo tool to undo the last action. (10A, 10B)
P10 Use the record feature to create original voice recordings. (5A)
P11 Create a slide show. (10A, 10B)

Graphic Organizer (Kidspiration/Inspiration)
G1   Create a diagram or open an existing template that explains an idea or concept. (1C, 7A, 7B)
G2   Insert symbols or pictures into diagram. (10A, 10B)
G3   Insert text. (2E)
G4   Change the font size, type, style (bold, italicize, underline), and color. (10A, 10B)
G5   Input ideas into a diagram. (7B)

Internet Browser (Internet Explorer/EBSCO/Atomic Learning/Safari Montage)
I1   Open an existing resource page on the student-shared directory. (1C, 5A, 8B)
I2   Click on a link to view web site and activate audio files, image files, and video clips. (5A, 8B)
I3   Use the *Back, Forward,* and *Home* buttons to navigate. (4B)
I4   Conduct simple keyword searches using a grade-level appropriate search engine, and online databases. (4A, 5A)
I5   Gather information from the electronic resources found from search results. (5A)
I6   Evaluate the effectiveness of search strategies. (6A)
I7   Determine whether web sites provide useful and appropriate information. (6A, 6B)

Collaboration
C1   Use technology to communicate and collaborate with other students on group projects. (8A)
C2   Use any applications available to create products that communicate ideas when working on group projects. (7B)

Communication
Publish
PB1 Display work on the computer screen, projector, television, or printer. (11A)
PB2 Proofread products and make improvements. (2D, 12B)
PB3 Evaluate product to determine whether it is relevant to the task and meets specific lesson objectives. (12B)
PB4 Choose appropriate fonts, colors, and graphics in order to ensure that products are readable when displayed on screen and/or printed. (10B)

Portfolio
A1   Students and teachers will select items that have been saved to the students' personal network directories to store in an electronic portfolio. (11B, 12A)

2nd Grade Technology Applications Terminology

Hardware	The physical equipment of a computer, such as the screen/monitor, the keyboard, the central processing unit (CPU), and the storage devices.
Software	Program material for computers; instructions to the CPU to tell it what to do with the data it receives. Software programs are usually stored on disks until needed. Sometimes a disk, with its program, is called software.
Word Processing	A type of software program used for text documents. Word processing programs improve on typing by using the computer's capabilities to make changes easily and quickly.
Document	File created by the program.
Text	The letters or wording placed into a document by a keyboard.
Font	A specific design for a set of letters and characters.
Edit	The act of making changes or modifications to an exisitng work.
Format/Style	A general term relating to the overall appearance of the text in a document.
Copy	This is a process that copies information from the screen and places it into a temporary location in the computer called the clipboard.
Cut	This step deletes information from the screen depending on what information or image is selected.
Paste	Paste takes an image or information that was copied to the clipboard and places it into a new location.
Delete	Erases information, usually text, from a document.
Server	A computer, or software package, that provides a specific service for client software running on other computers. For example, a WWW server, provides clients access to the web.
Context	The context establishes the level of rights that a user has on the network. This hierarchy determines what users have access to differnt types of information. Student users are in the students context which typically looks like: students.staff.schoolname. Staff users are in the staff context which typically looks like: staff.schoolname. Notice that staff exists in both the student context and in the staff context. This setup allows staff members access to student work because access rights flow from the right to the left. Students only have access to their accounts because they are the first name in the student context. (Remember right to left for order of rights/priveleges)
Novell	Novell is the software program that allows a computer user to contact and work with the network system.

2nd Grade Technology Applications Terminology

Online Database	Data organized especially for rapid search and retrieval

Third Grade

Foundations

Technology Terminology/Acceptable Use Policy (AUP)

T1   Learn grade level appropriate technology terminology. (1A)

T2   Teachers will explain the rules included in the SWISD Acceptable Use Policy and model appropriate use of the computer. (3A)

T3   Students will sign the SWISD AUP and demonstrate an understanding of the rules when accessing district/campus computers. (3A)

T4   Students will not copy: 1) another individual's electronic work, or 2) software for which they do not have a license. (3B)

Networking

N1   Login to the network using campus username by the end of the first six weeks. Students may use index cards or labels containing username. (1E)

N2   Log off of the network. (1E)

N3   Create, name, and save files to personal directory on the network. (1B, 1E)

N4   Access files in personal directory and on the student shared directory. (1E)

N5   Save files from the student-shared directory to personal directory by either copying the icon or using the *Save As* feature within the program. (1B, 1E)

N6   Select and print to the appropriate networked printer. (1E)

Basic Operations

B1   Use *My Computer* to navigate to available drives. (1E)

B2   Minimize, maximize, and restore windows as needed.

B3   Open CD-ROM tray, insert CD, close CD-ROM tray, and access files/programs on CD. (2A)

B4   Understand and properly use *Save* and *Save As*. *Save As* - Allows the destination, file name, and file type to be chosen. *Save* - Saves file using existing location, file name, and file type. (1B)

B5   Use the *Undo* feature in the *Edit* menu of Office applications to recover previous work (i.e. recover typed words, unpaste, unformat, etc). (1B)

B6   Use the laptops within the wireless lab, focusing on the use of the touchpad as a mouse. (2A)

B7   Use the *Help* menu to type in a keyword and/or look at the available list of topics. (5B)

B8   Use *Copy*, *Cut*, and *Paste* functions to edit documents. (1B)

B9   Use the *Print Preview* feature available in most programs to view files for proper format prior to printing. (1B, 9B)

Keyboarding

K1   Use the correct left/right hand positions on the keyboard. (2A, 2B, 2C)

K2   Demonstrate correct use of the space bar and *Return/Enter* key. (2A, 2B, 2C)

K3   Use specialized computer keys such as *Shift* and *Esc*. (2A, 2B, 2C)

K4   Demonstrate proper finger position on Home Row keys. (2A, 2B, 2C)

K5   Keyboard word lists and sentences using correct posture and proper keyboarding technique. (2B, 2C, 2D)

K6   Use language skills including capitalization, punctuation, spelling, word division, and the use of numbers and symbols as grade-level appropriate. (2D, 2E)

K7   Use a variety of software applications such as Word, Excel, PowerPoint, or Inspiration to produce, proofread, and correct errors within documents. (2D)

K8   Students will keyboard 10 words per minute with 90% accuracy by the end of the third grade. (2A, 2F)

K9   Use one space after all punctuation marks. (2E)

Information Acquisition & Problem Solving

These applications are intended to be used within the context of the content area TEKS to express ideas and solve problems. Students should understand and identify the impact of technology on society and demonstrate its use through the real-world application of technology tools.

Word Processing (Word)

W1   Create a new document or open an existing one on the student-shared directory. (1E, 7A, 7B)

W2   Change font size, type, style (bold, italicize, underline), and color. (10A, 10B)

W3   Use *Alignment* tools to format text (left, right, center, justify). (10A, 10B)

W4   *Format* text by using *Bullets and Numbering*. (10A, 10B)

W5   Use the *Backspace* and *Delete* key to delete text. (2D)

W6   Use the *Shift* key to make capital letters and access punctuation marks. (2E)

W7   *Insert Pictures* from *Clipart Gallery* and *From File* (digital camera, scanner, or other source). (5A, 7C, 10A, 10B)

W8   Move and resize clipart and/or images by right-clicking on the image, selecting *Format Picture*, clicking the *Layout* tab, and choosing the appropriate *Wrapping Style*. (10A, 10B)

Multimedia

Powerpoint

M1   Create a new presentation or open an existing one on the student-shared directory. (1E, 7A, 7B, 7C, 11B)

M2   *Insert* multiple *New Slides*. (7A, 7B, 7C)

M3   Add text to slides. (2E)

M4   Change the font size, type, style (bold, italicize, underline), and color. (10A, 10B)

M5   Use *Alignment* tools to format text (left, right, center, justify). (10A, 10B)

M6   *Format* text by using *Bullets and Numbering*. (10A, 10B)

M7   *Insert Pictures* from *Clipart Gallery* and *From File* (digital camera, scanner, or other source). (5A, 7C, 10A, 10B)

M8   Move and resize clipart. (10A, 10B)

M9   Change backgrounds by selecting *Format* from the menu bar and choosing *Background*. (1B, 7A, 7B, 7C)

M10 Use the *Slide Sorter* view to organize (change sequence) and edit presentation. (9B)

Windows Media Player/Safari Montage/Photostory

M11 Click on a link to activate audio files, image files, and video clips. (5A)

Peripherals

M12 Take pictures using the digital camera and upload them to a computer to insert into a project. (2A)

M13 Use the scanner to digitize images and upload images to a computer to insert into a project. (2A, 7A)

Spreadsheet (Excel)

S1   Identify and locate cells, rows, and columns.

S2   Create spreadsheet by entering text and values (numeric). (7B)

S3   Use *Chart Wizard* to create grade level and task appropriate charts/graphs to express ideas and solve problems. (7B, 10C)

S4   Change the font size, type, style (bold, italicize, underline), and color. (10A, 10B)

Desktop Publishing (Publisher)

DP1 Select a document type and use the Publisher Wizard to choose a design, color scheme, and layout. (7A, 7B, 7C)

DP2 Click in the text boxes and replace text. (2E)

DP3　Right-click on images, choose ***Change Picture***, ***Picture***, and ***Clipart*** to replace existing picture with another selection. (5A, 7C, 10A, 10B)

Graphics Programs (Paint)
P1　Open a new picture or an existing picture on the student-shared directory. (1C, 7A, 7B, 7C)
P2　Use paint tools and background textures. (10A, 10B)
P3　Use the picture stamps for illustrations. (10A, 10B)
P4　Change the size of picture stamps. (10A, 10B)
P5　Use the letter stamps to create words. (2E)
P6　Use the text box tool to write words or sentences. (2E)
P7　Use the eraser tool to delete painted text or illustrations. (10A, 10B)
P8　Use the dynamite tool to clear work area. (10A, 10B)
P9　Use the undo tool to undo the last action. (10A, 10B)
P10　Use the record feature to create original voice recordings. (5A, 7C)
P11　Create a slide show and export as a movie. (10A, 10B)
P12　Use the slide show preview feature to evaluate their final product and determine whether they need to make changes. (9B)

Graphic Organizer (Kidspiration/Inspiration)
G1　Create a diagram or open an existing template that explains an idea or concept. (1E, 7A, 7B, 7C)
G2　Insert symbols or pictures into diagram. (10A, 10B)
G3　Enter text. (2E)
G4　Use the link tool to connect objects within a diagram. (10A, 10B)
G5　Change the font size, type, style (bold, italicize, underline), and color. (10A, 10B)
G6　Input ideas into a diagram. (7B)
G7　Input ideas into outlines using the outline view. (7B)

Internet Browser (Internet Explorer/EBSCO/Atomic Learning/Safari Montage)
I1　Open an existing resource page on the student-shared directory. (4B)
I2　Click on a link to view web site and activate audio files, image files, and video clips. (5A, 8B)
I3　Use the ***Back, Forward,*** and ***Home*** buttons to navigate on the web. (4B)
I4　Use keyword searches to find information on a given topic using appropriate search engines and online databases. (4A)
I5　Evaluate the effectiveness of search strategies. (6B)
I6　Determine whether web sites provide useful and appropriate information. (6A, 6C)
I7　Use the web to tour virtual environments, remote locations, and/or explore online interactive lessons. (8B)
I8　Communicate with other learners or experts in the field through tools such as: teacher email (teacher directed only) and/or interactive websites. (8A, 8B, 8C)
I9　Use acquired information in the creation of products.

Collaboration
C1　Use technology to communicate and collaborate with other students on group projects. (8A)
C2　Use any applications available in SWISD to create products that communicate ideas when working on group projects. (7B)

Communication
Publish
PB1　Display work on the computer screen, projector, television, or printer. (11A)
PB2　Proofread products and make improvements. (2D, 12B)

PB3   <mark>Use tools such as checklists, timelines, and rubrics to evaluate products and determine relevancy to task and specific lesson objectives. (12B, 12C)</mark>

PB4   Choose appropriate fonts, colors, and graphics in order to ensure that products are readable when displayed on screen and/or printed. (10B)

Portfolio

A1   Students and teachers will select items that have been saved to the students' personal network directories to store in an electronic portfolio. (12A)

3rd Grade Technology Applications Terminology

Spreadsheet	A type of software application program. These programs manipulate numerical information and string data in columns and rows of cells, perform calculations quickly, and can be used for financial record keeping and forecasting.
Cell	The intersection of a row and a column on a spreadsheet in which data can be entered. Cells are designated by their column letter and row number-- B4.
Row	The horizontal divisions of a spreadsheet that intersect the vertical divisions (columns) to form cells in which data can be entered. Rows are labeled numerically (1,2,3,4,...).
Column	The vertical divisions of a spreadsheet that intersect the horizontal divisions (rows) to form cells in which data can be entered. Columns are labeled alphabetically (A,B,C,...AB,AC,AD...).
Data	A general term for pieces of information that a computer processes.
Chart	A visual representation of data selected on a spreadsheet; may be a line, bar, or pie chart; created by the "Chart Wizard" in Microsoft Excel.
Hard drive	The large storage area on your computer in which documents, files, programs, and data are stored. The hard drive is usually assigned the drive letter of C and is often several gigabytes in size.
Multimedia	Any combinations of video, sound, text, animation, and graphic images in a computer-based environment.
Audio	Sound
Video	A series of still photos placed in rapid succession to create motion.
E-mail	(Electronic mail): Messages, usually text, sent from one person to another via a modem and a computer. E-mail can also be sent automatically to a large number of addresses (Mailing List).
Digital Camera	A hardware peripheral that allows users to take digital pictures and then transfer those images into the computer where they can be edited for use in documents or presentations.
Scanner	A peripheral device that converts text or pictures into bit-mapped data that is put into a computer. The digitized images can then be edited.

Fourth Grade

Foundations
Technology Terminology/Acceptable Use Policy (AUP)

T1   Learn grade level appropriate technology terminology. (1A)

T2   Teachers will review the rules included in the SWISD Acceptable Use Policy and model appropriate use of the computer. (3A)

T3   Students will sign the SWISD AUP and demonstrate an understanding of the rules when accessing campus/district computers. (3A)

T4   Students will not copy: 1) another individual's electronic work, or 2) software for which they do not have a license. (3B)

Networking

N1   Login to the network using campus username by the end of the first six weeks. Students may use index cards or labels containing username. (1E)

N2   Log off of the network. (1E)

N3   Create, name, and save files to personal directory on the network. (1B, 1E)

N4   Access files in personal directory and on the student-shared directory. (1E)

N5   Copy files from the student-shared directory to personal directory by copying the icon or using the *Save As* feature within the program. (1B, 1E)

N6   Select and print to the appropriate networked printer. (1E)

Basic Operations

B1   Use *My Computer* to navigate to available drives. (1E)

B2   Minimize, maximize, and restore windows as needed.

B3   Understand and properly use *Save* and *Save As*. *Save As* - Allows the destination, file name, and file type to be chosen. *Save* - Saves file using existing location, file name, and file type. (1B)

B4   Use the *Undo* feature in the *Edit* menu of Office applications to recover previous work (i.e. recover typed words, unpaste, unformat, etc). (1B)

B5   Use the laptops within the wireless lab, focusing on the use of the touchpad as a mouse. (2A)

B6   Use the *Help* menu to type in a keyword and/or look at the available list of topics. (1B)

B7   Use *Copy, Cut*, and *Paste* functions to edit documents. (1B)

B8   Use the *Print Preview* feature available in most programs to view files for proper format prior to printing. (1B, 9B)

B9   Use two or more software applications at the same time by tiling the windows vertically or horizontally. (1B)

B10 Use the *Ctrl+Alt+Delete* keys to unfreeze the computer. (1B)

B11 Right-click on files, folders, icons, and within applications to access menu options. (1B, 2A)

B12 Delete files within personal directory by right-clicking the file icon and choosing delete. (1B)

Keyboarding

K1   Use correct posture when keyboarding and demonstrate proper keyboarding technique for each letter of the alphabet. (2A, 2B, 2C)

K2   Demonstrate correct use of the space bar and *Return/Enter* key. (2A, 2B, 2C)

K3   Use specialized computer keys such as *Shift*, *Esc*, and *Ctrl*. (2A, 2B, 2C)

K4   Keyboard word lists and sentences using correct posture and proper keyboarding technique. (2A, 2B, 2C, 2D)

K5   Use language skills including capitalization, punctuation, spelling, word division, and the use of numbers and symbols as grade-level appropriate. (2D, 2E)

K6   Use a variety of software applications such as Word, Kid Pix, Excel, or Inspiration to produce, proofread, and correct errors within documents. (2D)
K7   ==Students will keyboard 15 words per minute with 92% accuracy by the end of the fourth grade.== (2A, 2F)
K8   Use one space after all punctuation marks. (2E)

Information Acquisition & Problem Solving

These applications are intended to be used within the context of the content area TEKS to express ideas and solve problems. Students should understand and identify the impact of technology on society and demonstrate its use through the real-world application of technology tools.

Word Processing (Word)
W1   Create a new document or open an existing one on the student-shared directory. (1E, 7A, 7B)
W2   Change font size, type, style (bold, italicize, underline), and color. (10A, 10B)
W3   Use *Alignment* tools to format text (left, right, center, justify). (10A, 10B)
W4   *Format* text by using *Bullets* and *Numbering,* (10A, 10B)
W5   Use the *Spelling and Grammar* and *Thesaurus* features to edit documents. (2E)
W6   Understand *AutoCorrect* feature for spelling and grammar (Red underline – misspelling, green underline – grammar). Correct these by right-clicking on the underlined word(s) and selecting the appropriate option. (2E)
W7   *Insert Pictures* from *Clipart Gallery* and *From File* (digital camera, scanner, or other source). (5A, 7C, 10A, 10B)
W8   Move and resize clipart and/or images by right-clicking on the image, selecting *Format Picture*, clicking the *Layout* tab, and choosing the appropriate *Wrapping Style*. (10A, 10B)
W9   Adjust margins, page orientation, and vertical alignment using *Page Setup* under the *File* menu. (10A, 10B)
W10 Insert *Headers and Footers* using the *View* menu. (10A, 10B)

Multimedia
PowerPoint
M1   Create a new presentation or open an existing one on the student-shared directory. (1E, 7A, 7B, 7C, 11B)
M2   *Insert* multiple *New Slides*. (7A, 7B, 7C)
M3   Add text to slides. (2E)
M4   Change the font size, type, style (bold, italicize, underline), and color. (10A, 10B)
M5   Use *Alignment* tools to format text (left, right, center, justify). (10A, 10B)
M6   *Format* text by using *Bullets and Numbering,* (10A, 10B)
M7   Use the *Spelling and Grammar* and *Thesaurus* features to edit documents. (1B, 9A, 9B)
M8   *Insert Pictures* from *Clipart Gallery* and *From File* (digital camera, scanner, or other source). (5A, 7C, 10A, 10B)
M9   Change backgrounds by selecting *Format* from the menu bar and choosing *Background*. (1B, 7A, 7B, 7C)
M10 Use the *Slide Sorter* view to organize (change sequence) and edit presentation. (9B)
M11 Remove individual slides in the *Slide Sorter* view by right-clicking and choosing *Delete*. (9B)
M12 Insert existing sound file into presentation. (7C)

Peripherals
M13 Take pictures using the digital camera and upload them to a computer. (2A)
M14 Use the scanner to digitize images and use them within an application. (2A, 7A)

Spreadsheet (Excel)
S1   Identify and locate cells, rows, and columns.
S2   Create a spreadsheet by entering text, values (numeric), and simple formulas that include symbols such as =, +, -, *, and /. (7B)
S3   Use *Chart Wizard* to create grade level and task appropriate charts/graphs to express ideas and solve problems. (7B, 10C)
S4   *Format* cells by changing column width and row height. (10A, 10B)
S5   Change the font size, type, style (bold, italicize, underline), and color. (10A, 10B)
S6   Use the *Spelling and Grammar* feature to edit spreadsheets. (2E)

Desktop Publishing (Publisher)
DP1   Select a document type and use the Publisher Wizard to choose a design, color scheme, and layout. (7A, 7B, 7C)
DP2   Edit needed pages and delete unnecessary ones by clicking on the page navigation button (lower left), selecting *Edit* from the menu, and choosing *Delete Page*. (12B)
DP3   Click in the text boxes and replace text. (2E)
DP4   Use the *Spelling* feature to edit documents. (2E)
DP5   Right-click on images, choose *Change Picture*, *Picture*, and *Clipart* or *From File* to replace existing picture with another selection. (5A, 7C, 10A, 10B)

Paint (Graphics Program)
P1   Use skills mastered at previous grade levels to complete products that are task appropriate, express ideas, and solve problems. (7A, 7B, 10A, 10B)

Graphic Organizer (Kidspiration/Inspiration)
G1   Create a diagram or open an existing template that explains an idea or concept. (1E, 7A, 7B, 7C)
G2   Insert symbols or pictures into diagram. (10A, 10B)
G3   Enter text. (2E)
G4   Use the link tool to connect objects within a diagram. (10A, 10B)
G5   Change the font size, type, style (bold, italicize, underline), and color. (10A, 10B)
G6   Input ideas into a diagram. (7B)
G7   Use the *Spell Check* icon to edit diagrams. (2E)
G8   Input ideas into outlines using the *Outline View*. (7B)

Information Acquisition & Problem Solving
Database (EBSCO or Destiny Library Search)
D1   Use appropriate on-line databases to acquire information, express ideas, and solve problems found on library portal and Internet. Online databases may include EBSCO. (1E)
D2   Use appropriate search strategies including keyword. (4A)
D3   Evaluate database results to determine accuracy and reliability of information. (6A, 6C)

Internet Browser (Internet Explorer/Safari Montage/Atomic Learning)
I1   Open an existing resource page on the student-shared directory. (4B)
I2   Click on a link to view web site and activate audio files, image files, and video clips. (5A, 8B)
I3   Use the *Back, Forward,* and *Home* buttons to navigate on the web. (4B)
I4   Use keyword searches to find information on a given topic using appropriate search engines and online databases. (4A)
I5   Gather information from the websites found in search results. (5A, 6C)
I6   Evaluate the effectiveness of search strategies. (6B)
I7   Determine whether web sites provide useful and appropriate information. (6A, 6C)

I8   Use the web to tour virtual environments, remote locations, and/or explore online interactive lessons. (8B)

I9   Communicate with other learners or experts in the field through tools such as: teacher email (teacher directed only) and/or interactive websites. (8A, 8B, 8C)

I10   Use acquired information in the creation of products.

I11   ==Recognize and identify sources of URL suffixes including, but not limited to, .org, .com, .edu, .gov, and .net.== (6C)

Collaboration

C1   Use technology to communicate and collaborate with other students on group projects. (8A)

C2   Use any applications available in SWISD to create products that communicate ideas when working on group projects (Podcasting or Web Publishing). (7B)

Communication

Publish

PB1   Display work on the computer screen, projector, television, or printer. (11A)

PB2   Proofread products and make improvements. (2D, 12B)

PB3   Use tools such as checklists, timelines, and rubrics to evaluate products and determine relevancy to task and specific lesson objectives. (12B, 12C)

PB4   Choose appropriate fonts, colors, and graphics in order to ensure that products are readable when displayed on screen and/or printed. (10B)

Portfolio

A1   Students and teachers will select items that have been saved to the students' personal network directories to store in an electronic portfolio. (12A)

4th Technology Applications Terminology

Upload	Sending a disk file from your computer to another computer.
Download	Transferring information electronically from another computer to your computer.
Searching	Purposefully trying to find some object or information, sometimes with the help of a search system or search engine, sometimes using an information retrieval system, sometimes by submitting a formal query, often following some search strategy or plan.
Online	Plugged in and ready for action. Online describes two devices connected by a telephone or computer cable that are ready and able to communicate. For example, your computer is online you dial a number to access a web site.
Offline	The state of your computer when it is not connected to the Internet, server, or other computer for communication or data sharing purposes.
Navigate	The physical act of browsing the Internet or computer for information.
Browser	A computer program which interprets pages created with HyperText Markup Language (HTML) on the Internet; short name for World Wide Web browser.
Virus	A program that disrupts the normal operation of a computer; it can cause a variety of problems, from the appearance of annoying messages to the destruction of information on your hard drive. Viruses can infect your computer from incoming modem transmissions or through an infected floppy disk.
Web site	A server that contains web pages and other files which is online to the Internet 24 hours a day.
Firewall	A combination of hardware and software that separates a local area network (LAN) into two or more parts for security purposes.
Modem	(MOdulator, DEmodulator) A device that allows a computer to transmit and receive data through the telephone line from other computers. Modems allow computers to "talk to each other."
Database	A collection of data organized for search and retrieval. Computer databases are accessed by computer; print databases are available in printed format. A current database is a collection of data updated frequently (hourly, daily, weekly, etc.) and is usually a computer database.
Field	An area in a database where text is entered. Fields also exist in other documents where data entry is expected. For example, the Novell login screen has a username and a password field.

Fifth Grade

Foundations

Technology Terminology/Acceptable Use Policy (AUP)

T1 Learn grade level appropriate technology terminology. (1A, 1C, 1D)

T2 Teachers will review the rules included in the SWISD Acceptable Use Policy and model appropriate use of the computer. (3A)

T3 Students will sign the SWISD AUP and demonstrate an understanding of the rules when accessing campus/district computers. (3A)

T4 Students will not copy: 1) another individual's electronic work, or 2) software for which they do not have a license. (3B)

Networking

N1 Login to the network using campus username by the end of the first six weeks. Students may use index cards or labels containing username. (1E)

N2 Log off of the network. (1E)

N3 Create, name, and save files to personal directory on the network. (1B, 1E)

N4 Access files in personal directory and on the student-shared directory. (1E)

N5 Copy files from the student-shared directory to personal directory by copying the icon or using the *Save As* feature within the program. (1B, 1E)

N6 Select and print to the appropriate networked printer. (1E)

Basic Operations

B1 Use *My Computer* to navigate to available drives. (1E)

B2 Minimize, maximize, and restore windows as needed.

B3 Understand and properly use *Save* and *Save As*. *Save As* - Allows the destination, file name, and file type to be chosen. *Save* - Saves file using existing location, file name, and file type. (1B)

B4 Use the *Undo* feature in the *Edit* menu of Office applications to recover previous work (i.e. recover typed words, unpaste, unformat, etc). (1B)

B5 Use the laptops within the wireless lab, focusing on the use of the touchpad as a mouse. (2A)

B6 Use the *Help* menu to type in a keyword and/or look at the available list of topics. (5B)

B7 Use *Copy, Cut*, and *Paste* functions to edit documents. (1B)

B8 Use the *Print Preview* feature available in most programs to view files prior to printing. (1B)

B9 Use two or more software applications at the same time by tiling the windows vertically or horizontally. (1B)

B10 Use the *Ctrl+Alt+Delete* keys to unfreeze the computer. (1B)

B11 Create folders within personal directory to organize files. (1B, 1E)

B12 Right-click on files, folders, icons, and within applications to access menu options. (1B, 2A)

B13 Delete files within personal directory by right-clicking the file icon and choosing delete. (1B, 2A)

B14 Rename files and folders within personal directory by right-clicking and choosing *Rename*. (1B)

B15 Adjust the view of files and folders within personal directory by selecting *View* from the menu bar and choosing *Large Icon, Small Icon, List, or Details*. (1B)

B16 Organize files and folders within personal directory by selecting *View* from the menu bar, choosing *Arrange Icons*, and making a selection. (1B)

Keyboarding

K1 Use correct posture when keyboarding and demonstrate mastery of proper keyboarding technique. (2A, 2B)

K2 Keyboard word lists and sentences using correct posture and proper keyboarding technique. (2A, 2B, 2C, 2D)

K3   Use language skills including capitalization, punctuation, spelling, word division, and the use of numbers and symbols as grade-level appropriate. (2E)

K4   Use a variety of software applications such as Word, Kid Pix, Excel, or Inspiration to produce, proofread, and correct errors within documents. (2D)

K5   Students will keyboard 20 words per minute with 94% accuracy by the end of the fifth grade. (2A, 2F)

K6   Use one space after all punctuation marks.

K7   Keyboard from copy (documents, textbooks, or other printed sources of information). (2A, 2D)

Information Acquisition & Problem Solving

These applications are intended to be used within the context of the content area TEKS to express ideas and solve problems. Students should understand and identify the impact of technology on society and demonstrate its use through the real-world application of technology tools.

Word Processing (Word)

W1   Create a new document or open an existing one on the student-shared directory. (1E, 7A, 7B)

W2   Change font size, type, style (bold, italicize, underline), and color. (10A, 10B)

W3   Use *Alignment* tools to format text (left, right, center, justify). (10A, 10B)

W4   *Format* text by using *Bullets and Numbering*. (10A, 10B)

W5   Use the *Spelling and Grammar* and *Thesaurus* features to edit documents. (2E)

W6   Understand *AutoCorrect* feature for spelling and grammar (Red underline – misspelling, green underline – grammar). Correct these by right-clicking on the underlined word(s) and selecting the appropriate option. (2E)

W7   *Insert Pictures* from *Clipart Gallery* and *From File* (digital camera, scanner, or other source). (5A, 7C, 10A, 10B)

W8   Move and resize clipart and/or images by right-clicking on the image, selecting *Format Picture*, clicking the *Layout* tab, and choosing the appropriate *Wrapping Style*. (10A, 10B)

W9   Adjust margins, page orientation, and vertical alignment using *Page Setup* under the *File* menu. (10A, 10B)

W10 Insert *Headers and Footers* using the *View* menu. (10A, 10B)

W11 Create tables to structure and organize information.

W12 Access available tools (standard, formatting, drawing, etc.) by selecting *View* from the menu bar and choosing *Toolbars*. (1B)

W13 Use *Draw* tools (*WordArt, Text Box, Paint bucket, Lines and Arrows, and AutoShapes*). (1B, 7B)

Multimedia
PowerPoint

M1   Create a new presentation or open an existing one on the student-shared directory. (1E, 7A, 7B, 7C, 11B)

M2   *Insert* multiple *New Slides*. (7A, 7B, 7C)

M3   Use design templates to customize presentations. (1B, 7A, 7B, 10A, 10B)

M4   Change backgrounds by selecting *Format* from the menu bar and choosing *Background*. (1B, 7A, 7B, 7C)

M5   Add and remove *Text Boxes*. (1B, 10A, 10B)

M6   Change the font size, type, style (bold, italicize, underline), and color. (10A, 10B)

M7   Use *Alignment* tools to format text (left, right, center, justify). (10A, 10B)

M8   *Format* text by using *Bullets* and *Numbering.* (10A, 10B)

M9   Use the *Spelling and Grammar* and *Thesaurus* features to edit documents. (2E)

M10 *Insert Pictures* from *Clipart Gallery* and *From File* (digital camera, scanner, or other source). (5A, 7C, 10A, 10B)

M11 Access available tools (standard, formatting, drawing, etc.) by selecting *View* from the menu bar and choosing *Toolbars*. (1B)

M12 Use *Draw* tools (*WordArt, Text Box, Paint Bucket, Lines and Arrows,* and *AutoShapes)*. (1B, 7B)

M13 Edit *Slide Transitions* and *Custom Animations* to enhance presentation. (7A, 7B)

M14 Use the *Slide Sorter* view to organize (change sequence) and edit presentation. (9B)

M15 Remove individual slides in the *Slide Sorter* view by right-clicking and choosing *Delete*. (9B)

M16 Insert existing sound file or record voice and/or narration into presentation. (7C)

M17 Insert video from digital camera, video camera, or streaming video. (7C)

Peripherals

M18 Take pictures using the digital camera and upload them to a computer. (2A)

M19 Use the scanner to digitize images and use them within an application. (2A, 7A)

Spreadsheet (Excel)

S1 Identify and locate cells, rows, and columns.

S2 Create a spreadsheet by entering text, values (numeric), and formulas with and without cell references ($= 34 + 78$ and $= A1 + 78$). (7B)

S3 Use *Chart Wizard* to grade level and task appropriate create charts/graphs to express ideas and solve problems. (7B, 10C)

S4 *Format* cells by changing column width and row height. (10A, 10B)

S5 Insert and delete columns and rows. (1B, 7A, 7B)

S6 Change the font size, type, style (bold, italicize, underline), and color. (10A, 10B)

S7 Use the *Spelling* feature to edit spreadsheets. (2E)

S8 *Insert Pictures* from *Clipart Gallery* and *From File* (digital camera, scanner, or other source). (5A, 7C, 10A, 10B)

S9 Access available tools (standard, formatting, drawing, etc.) by selecting *View* from the menu bar and choosing *Toolbars*. (1B)

S10 Use *Draw* tools (*WordArt, Text Box, Paint Bucket, Lines and Arrows,* and *AutoShapes)*. (1B, 7B)

S11 Right-click on cells, columns, or rows and select *Format Cells* to change *Number, Alignment, Font, Border, Patterns,* or *Protection*. (10A, 10B)

Desktop Publishing (Publisher)

DP1 Select a document type and use the Publisher Wizard to choose a design, color scheme, and layout. (7A, 7B, 7C)

DP2 Edit needed pages and delete unnecessary ones by clicking on the page navigation button (lower left), selecting *Edit* from the menu, and choosing *Delete Page*. (12B)

DP3 Click in the text boxes and replace text. (2E)

DP4 Use the *Spelling* feature to edit documents. (2E)

DP5 Right-click on images, choose *Change Picture*, *Picture*, and *Clipart* or *From File* to replace existing picture with another selection. (5A, 7C, 10A, 10B)

DP6 *Insert Pictures* from *Clipart Gallery* and *From File* (digital camera, scanner, or other source). (5A, 7C, 10A, 10B)

DP7 Access available tools (standard, formatting, drawing, etc.) by selecting *View* from the menu bar and choosing *Toolbars*. (1B)

DP8 Use Draw tools to add *Text Boxes, Lines, AutoShapes,* etc. (1B, 7B)

DP9 *Delete Objects* (text boxes, clipart, etc.) by right-clicking and selecting this option. (7B)

Paint (Graphics Programs)

P1 Use skills mastered at previous grade levels to complete products that are task appropriate, express ideas, and solve problems. (7A, 7B, 10A, 10B)

Graphic Organizer (Kidspiration/Inspiration)

G1   Create a diagram or open an existing template that explains an idea or concept. (1E, 7A, 7B, 7C)
G2   Insert symbols or pictures into diagram. (10A, 10B)
G3   Enter text. (2E)
G4   Use the link tool to connect objects within a diagram. (10A, 10B)
G5   Change the font size, type, style (bold, italicize, underline), and color. (10A, 10B)
G6   Input ideas into a diagram. (7B)
G7   Use the *Spell Check* icon to edit diagrams. (2E)
G8   Input ideas into outlines using the *Outline View*. (7B)

Electronic Resources
Database (EBSCO/Destiny Library Search)

D1   Use appropriate on-line databases to acquire information, express ideas, and solve problems. Online databases may include EBSCO and Britannica, and other databases found on the campus library portal. (1E)
D2   Use appropriate keyword and Boolean search strategies. (4A)
D3   Evaluate database results to determine accuracy and reliability of information. (6A, 6C)
D4   Use a database to sort and filter, compare and contrast, express ideas, and present information. (7B, 11A)

Internet (Internet Explorer/Safari Montage/Atomic Learning)

I1   Open an existing resource page on the student-shared directory. (4B)
I2   Click on a link to view web site and activate audio files, image files, and video clips. (5A, 8B)
I3   Use the *Back, Forward,* and *Home* buttons to navigate on the web. (4B)
I4   Use appropriate search engines and online databases with keyword and Boolean searches to find information on a given topic (4A)
I5   Gather information from the websites found in search results. (5A, 6C)
I6   Evaluate the effectiveness of search strategies. (6B)
I7   Determine whether web sites provide useful and appropriate information. (6A, 6C)
I8   Use the web to tour virtual environments, remote locations, and/or explore online interactive lessons. (8B)
I9   Communicate with other learners or experts in the field through tools such as: teacher email (teacher directed only), and/or interactive websites. (8A, 8B, 8C)
I10 Use acquired information in the creation of products.
I11 Recognize and identify sources of URL suffixes including, but not limited to, .org, .com, .edu, .gov, .net. (6C)
I12 Use the *Bookmark* or *Favorites* feature to identify and save sites to an individual computer.
I13 Right-click on audio/video clip and select *Save Target As...* to download to specified location to insert into a project. (7C)

Collaboration

C1   Use technology to communicate and collaborate with other students on group projects. (8A)
C2   Use any applications available in SWISD to create products that communicate ideas when working on group projects. (7B)

Communication
Publish

PB1 Display work on the computer screen, projector, television, or printer. (11A)
PB2 Proofread products and make improvements. (2D)

PB3   Use tools such as checklists, timelines, and rubrics to evaluate products and determine relevancy to task and specific lesson objectives. (12B, 12C)

PB4   Choose appropriate fonts, colors, and graphics in order to ensure that products are readable when displayed on screen and/or printed. (10B)

Portfolio

A1   Students and teachers will select items that have been saved to the students' personal network directories to store in an electronic portfolio. (12A)

5th Grade Technology Applications Terminology

Byte	Eight bits of information; eight individual consecutive electronic on/off signals which make a message that a computer can interpret.
Kilobyte	One-thousand bytes
Megabyte	One-million bytes
Gigabyte	Approximately 1,000 megabytes (1,024 megabytes).
Peripheral	Any external device that plugs into your computer such as a printer, modem, scanner, or tape drive.
Input	1. The process of entering information into a computer. 2. The information entered or put into a computer for processing.
Processing	The manipulation of data by a computer in accordance with its instructions, or programming.
Output	1. The process of displaying, printing, or storing information produced by a computer. 2. The information produced by the computer, as a result of processing, that is sent to devices that display, print, or store it.
RAM	(Random Access Memory): Electronic memory that temporarily stores information inside a computer. The amount of memory, or memory size, in a computer determines the number of programs you can run at once. Memory size also determines how fast your programs will operate. The data stored in memory is temporary. If you do not save the data, it will disappear when you turn off the computer.
Application	A self-contained software program. A user without technical skills, such as programming, can learn to operate an application to perform its function. Common applications include word processors, spreadsheets, etc. Specific applications may be designed to run on local computers, on local area networks(LANs) or on the Internet.
NIC	(Network Interface Card) The hardware component that allows the computer to connect to the network. The patch cable plugs into the network card in the back of the computer.
LAN	(Local Area Network) A computer network limited to the immediate area, usually the same building or floor of a building.
WAN	(Wide Area Network): In data communications, a comprehensive multimode network connecting large numbers of terminal and computers spread over a wide area. (Compare to LAN).
Version	The number that identifies earlier and later releases of software. For example, Netscape 4.6 is an earlier version than Netscape 4.7 which is an earlier version than Netscape 4.7.2

5th Grade Technology Applications Terminology

Boolean Search	Specific search terms used to narrow a query to an online database; AND, NOT and OR are the qualifier terms

Sixth Grade

Foundations

Technology Terminology/Acceptable Use Policy (AUP)

T1 Learn grade level appropriate technology terminology. (1E, 1H)

T2 Teachers will review the rules included in the SWISD Acceptable Use Policy and model appropriate use of the computer. (3A, 3B, 3C)

T3 Students will sign the SWISD AUP and demonstrate an understanding of the rules when accessing campus/district computers. (3A, 3B, 3C)

T4 Students will not copy: 1) another individual's electronic work, or 2) software for which they do not have a license, or 3) copyrighted information that does not meet "fair use guidelines". (3A, 3B, 3C)

Networking

N1 Log on and off the network using personal username and password each time computer is used. (1A)

N2 Create, name, and save files to personal directory on the network. (1A, 1B, 1F)

N3 Access files in personal directory and on the student-shared directory. (1A, 1B, 1F)

N4 Copy files from the student-shared directory to personal directory by copying the icon or using the *Save As* feature within the program. (1A, 1B, 1F)

N5 Select and print to the appropriate networked printer. (1A, 1B, 1F, 2A)

N6 Compare and contrast LANs, WANs, the Internet, and Intranet. (1I)

Basic Operations

B1 Use *My Computer* to navigate to available drives. (1A, 1B)

B2 Use the *Help* menu to type in a keyword and/or look at the available list of topics. (5C)

B3 Use the *Ctrl+Alt+Delete* keys to unfreeze the computer. (1A)

B4 Right-click on files, folders, icons, and within applications to access menu options. (1A)

B5 Right-click on files and folders to adjust the object attributes (e.g. read-only). (1A, 1B)

B6 Delete files within personal directory by right-clicking the file icon and choosing delete. (1A)

B7 Create folders within personal directory to organize files. (1A, 1B)

B8 Rename files and folders within personal directory by right-clicking and choosing *Rename.* (1A, 1B)

B9 Adjust the view of files and folders within personal directory by selecting *View* from the menu bar and choosing *Large Icon, Small Icon, List, or Details*. (1A, 1B)

B10 Organize files and folders within personal directory by selecting *View* from the menu bar, choosing *Arrange Icons*, and making a selection. (1A, 1B)

B11 Save files to a CD-R. (1B, 5B)

B12 Recognize various file formats including, but not limited to, .doc, .ppt, .xls, .dbf, .bmp, .jpeg, .gif, .stk, .ins, .html and their associated applications/programs. (1D, 1E, 5A)

B13 Hold the *Ctrl* key and select text or objects not ordered consecutively to copy, cut, or delete. (1A)

B14 Hold the *Shift* key and select text or objects ordered consecutively to copy, cut, or delete. (1A)

Keyboarding

K1 Use correct posture when keyboarding and demonstrate mastery of proper keyboarding technique. (2A, 2B)

K2 Use language skills including capitalization, punctuation, spelling, word division, and the use of numbers and symbols as grade-level appropriate. (2B)

K3   Use a variety of software applications such as Word, Excel, or Inspiration to produce, proofread, and correct errors within documents. (2B, 7A, 7B, 7C)

K4   ==Students will keyboard 24 words per minute with 96% accuracy by the end of the sixth grade.== (2A, 2B)

K5   Use one space after all punctuation marks. (2C)

K6   Keyboard from copy (documents, textbooks, or other printed sources of information). (2A, 2B, 2C)

Information Acquisition & Problem Solving

These applications are intended to be used within the context of the content area TEKS to express ideas and solve problems. Ultimately, students should have opportunities to self-select applications appropriate to the task. Students should also understand and identify the impact of technology on society and demonstrate its use through the real-world application of technology tools. (1C, 3D, 3E, 7J, 8D, 8E, 10A, 11B)

Word Processing (Word)

W1   Create a new document or open an existing one on the student-shared directory. (7A)

W2   Change font size, type, style (bold, italicize, underline), and color. (7A, 10D)

W3   ==Use the highlighter tool to highlight text with different colors.==

W4   Use *Alignment* tools to format text (left, right, center, justify). (7A)

W5   Format text by selecting *Insert Bullets and Numbering*. (7A, 10D)

W6   Create tables to structure and organize information. (7G, 10D)

W7   Use the *Spelling and Grammar* and *Thesaurus* features to edit documents. (7A)

W8   Understand *AutoCorrect* feature for spelling and grammar (Red underline – misspelling, green underline – grammar). Correct these by right-clicking on the underlined word(s) and selecting the appropriate option. (7A)

W9   *Insert Pictures* from *Clipart Gallery* and *From File* (digital camera, scanner, or other source). (7A, 7G, 10D)

W10 Move and resize clipart and/or images by right-clicking on the image, selecting *Format Picture*, clicking the *Layout* tab, and choosing the appropriate *Wrapping Style*. (10D)

W11 Access available tools (standard, formatting, drawing, etc.) by selecting *View* from the menu bar and choosing *Toolbars*. (7F)

W12 Use *Draw* tools (*WordArt, Text Box, Paint bucket, Lines and Arrows, and AutoShapes*). (7F)

W13 ==Highlight/Select one or more objects and under the *Draw* menu choose: 1) *Grid* to unsnap or snap objects to grid, 2) *Order* to layer objects and text, 3) *Rotate or Flip* to change object orientation, 4) *Group or Ungroup* to combine or separate objects, and 5) *Align and Distribute* to position objects.== (7F)

W14 Adjust margins, page orientation, and vertical alignment using *Page Setup* under the *File* menu. (7A, 10D)

W15 Insert *Headers and Footers* using the *View* menu. (7A, 10D)

W16 ==Format page by inserting *Borders and Shading*.== (7A, 10D)

W17 ==Adjust spacing using *Paragraph* in the *Format* menu.== (7A, 10D)

W18 ==*Insert* a *Hyperlink*.==

Multimedia Applications (PowerPoint/Windows Movie Maker/Photostory/Producer)

M1   Create a new presentation with multiple slides. (7D, 10A, 10D, 11B)

M2   Use design templates to customize presentations. (7D, 10A, 10D, 11B)

M3   Change backgrounds by selecting *Format* from the menu bar and choosing *Background*. (7D, 10D)

M4   Add and remove *Text Boxes*. (7D, 10D)

M5   Change the font size, type, style (bold, italicize, underline), and color. (7D, 10D)

M6   Use *Alignment* tools to format text (left, right, center, justify). (7D, 10D)

M7   *Format* text by using *Bullets and Numbering*. (7D, 10D)

M8   Use the *Spelling and Grammar* and *Thesaurus* features to edit documents. (7D)

M9   *Insert Pictures* from *Clipart Gallery* and *From File* (digital camera, scanner, or other source). (7D, 7G, 10D)

M10   Access available tools (standard, formatting, drawing, etc.) by selecting *View* from the menu bar and choosing *Toolbars*. (7D, 7F, 10D)

M11   Use *Draw* tools (*WordArt, Text Box*, *Paint Bucket*, *Lines and Arrows,* and *AutoShapes*). (7D, 7F, 10D)

M12   Select one or more objects and under the *Draw* menu select: 1) *Grid* to unsnap or snap objects to grid, 2) *Order* to layer objects and text, 3) *Rotate or Flip* to change object orientation, 4) *Group or Ungroup* to combine or separate objects, and 5) *Align and Distribute* to position objects. (PowerPoint ONLY)(7F)

M13   Edit *Slide Transitions* and *Custom Animations* to enhance presentation. (7D, 10D)

M14   Under *Slide Show* use *Set Up Show* to *Loop Continuously.* (PowerPoint ONLY) (7D, 10D)

M15   Use the *Slide Sorter* view to organize (change sequence) and edit presentation. (7D, 10D)

M16   Remove individual slides in the *Slide Sorter* view by right-clicking and choosing *Delete*. (7D, 10D)

M17   Insert existing sound file or record voice and/or narration into presentation. (7C)

M18   Insert video taken with the digital camera or video camera. (7D, 10D)

M19   Use different printing options including multiple slides per page, handouts, notes, and outline. (7D, 10D)

M20   *Insert* a *Hyperlink*.

Windows Moviemaker/Photostory/Producer

M21   Capture digital video from a camcorder. (2A, 5B, 7D)

M22   Trim audio/video clips. (7D)

M23   Add text and transitions to video. (7D, 10D)

Peripherals

M24   Adjust digital camera settings in order to capture quality images while minimizing file size (640x480 pixels, standard quality setting). Take pictures and upload them to a computer. (2A, 2D)

M25   Use the scanner to digitize images and use them within an application. (2A)

M26   Understand how to connect peripherals (scanner, digital camera, video camera, etc.) to computer. (2A)

Spreadsheet (Excel)

S1   Identify and locate cells, rows, and columns.

S2   Create a spreadsheet by entering text, values (numeric), and formulas that contain functions including SUM, MIN, MAX, and MODE. (7B)

S3   Use *Chart Wizard* to create grade level and task appropriate charts/graphs to express ideas and solve problems. (7B, 10C, 10E)

S4   Adjust margins, page orientation, and vertical/horizontal alignment using *Page Setup* under the *File* menu. (7B, 10C, 10D)

S5   *Format* cells by changing column width and row height. (7B, 10C, 10D)

S6   Insert and delete columns and rows. (7B)

S7   Merge cells within a spreadsheet. (7B)

S8   Change the font size, type, style (bold, italicize, underline), and color. (10D)

S9   Use the *Spelling* feature to edit spreadsheets. (7B)

S10   *Insert Pictures* from *Clipart Gallery* and *From File* (digital camera, scanner, or other source). (7B, 10C, 10D)

S11 Access available tools (standard, formatting, drawing, etc.) by selecting *View* from the menu bar and choosing *Toolbars*. (7F)

S12 Use *Draw* tools (*WordArt*, *Text Box*, *Paint Bucket*, *Lines and Arrows,* and *AutoShapes)*. (7F)

S13 Highlight/Select one or more objects and under the *Draw* menu choose: 1) *Grid* to unsnap or snap objects to grid, 2) *Order* to layer objects and text, 3) *Rotate or Flip* to change object orientation, 4) *Group or Ungroup* to combine or separate objects, and 5) *Align and Distribute* to position objects. (7F)

S14 Right-click on cells, columns, or rows and select *Format Cells* to change *Number*, *Alignment*, *Font, Border, Patterns,* or *Protection*. (10C)

S15 *Insert* a *Hyperlink*.

Desktop Publishing (Publisher)

DP1 Select a document type and use the Publisher Wizard to choose a design, color scheme, and layout. (7E)

DP2 Edit needed pages and delete unnecessary ones by clicking on the page navigation button (lower left), selecting *Edit* from the menu, and choosing *Delete Page*. (7E, 12D)

DP3 Click in the text boxes and replace text. (7E)

DP4 Change the font size, type, style (bold, italicize, underline), and color. (10D)

DP5 Use the *Spelling* feature to edit documents. (7E)

DP6 Right-click on images, choose *Change Picture*, *Picture*, and *Clipart* or *From File* to replace existing picture with another selection. (7E, 7G, 10D)

DP7 *Insert Pictures* from *Clipart Gallery* and *From File* (digital camera, scanner, or other source). (7E, 7G, 10D)

DP8 Access available tools (standard, formatting, drawing, etc.) by selecting *View* from the menu bar and choosing Toolbars. (7F)

DP9 Use *Draw* tools to add *Text Boxes*, *Lines*, and *AutoShapes*, etc. (7F)

DP10 *Delete Objects* (text boxes, clipart, etc.) by right-clicking and selecting this option. (7E, 10D)

DP11 Change picture properties (color, scale, type, etc.) by right-clicking on the picture and choosing *Change Picture*. (10D)

DP12 Change frame properties (fill color, line color, border style, etc.) by right-clicking on the picture and choosing *Change Frame*. (10D)

DP13 Select *Arrange* to *Order*, *Align*, or *Rotate or Flip* objects. (10D)

DP14 Select *Page Setup* under the *File* menu to change *Publication Layout* and *Page Orientation*. (7E)

Graphics

P1 Create original images or edit imported images. (5A, 7F, 7G)

P2 Understand and change file formats of existing image files (.bmp, .jpeg, .gif, .tiff, .png). (5A)

P3 Cite copyright information on an image by making a textbox providing copyright information and saving the edited file (stamping URL on an image retrieved from Internet). (3A)

P4 Save and import images into other applications. (7G)

P5 Acquire or import images from file, camera, or scanner. (2A)

P6 Organize workspace by dragging down *Layer* and *History Palettes*.

P7 *Select Image*, *Resize*, *Image Size* to manipulate image size by adjusting pixels or percentages. (2D)

P8 *Select Image*, *Resize*, *Canvas Size* to manipulate canvas size by adjusting values of selected unit of measurement (inches, pixels, centimeters, etc). (2D)

P9 *Select Image*, *Resize*, *Image Size* or select *File*, *Save for Web* to reduce file size and optimize image for web, email, or multimedia projects. (2D)

P10 *Select Image*, *Rotate* to adjust image orientation. (2D)

P11 Edit an image using the *Tool Palette* (paint brush tool, text tool, move tool, clone stamp, etc.). (7F)
P12 Use the *Crop Tool* to trim or cut image. (7F)
P13 *Select Enhance*, *Adjust Lighting*/*Color*/*Contrast* to modify image. (7F)
P14 Manipulate layers and opacity to modify image. (7F)
P15 Use the *Undo History Palette* to revert to a previous state of an image. (7F)
P16 Insert, format, and modify text. (7F)
P17 Select different effects under the Filter menu to modify image. (7F)
P18 Use the *Layer Styles Palette* to modify image (beveled, sepia, shadows, etc.). (7F)
P19 Use the *Layer Palette* to view or hide a layer, remove a layer, or lock layers together. (7F)

Graphic Organizer (Inspiration)

G1 Create a diagram or open an existing template that explains an idea or concept. (10D)
G2 Insert symbols or pictures into diagram. (10D)
G3 Use the *Link* tool to connect objects within a diagram. (10D)
G4 Change the font size, type, style (bold, italicize, underline), and color. (10D)
G5 Use the *Rapid Fire* tool to input ideas into a diagram. (10D)
G6 Use the *Spell Check* tool to edit diagrams. (10D)
G7 Input ideas into outlines using the *Outline View*. (10D)
G8 Insert hyperlinks.
G9 Use *Draw Tools* to design and format a diagram. (7F, 10D)
G10 Select *Group*, *Align*, and *Evenly Space* under the *Symbol* menu to format objects within a diagram. (7F, 10D)
G11 Select *Gridlines* under the *Utility* menu to show or hide grid. (7F, 10D)
G12 Select *Grid Snap* under the *Utility* menu to snap or unsnap objects to grid. (7F, 10D)
G13 Layer objects by choosing *Send to Back* or *Bring to Front* from the *Effects* menu. (7F, 10D)
G14 Adjust page orientation to effectively print diagrams and outlines. (10D)
G15 Use *Diagram Properties* and *Outline Properties* under the *File* menu to change default settings within a file. (10D)

Online Databases

D1 Use appropriate on-line databases to acquire information, express ideas, and solve problems. Online databases may include EBSCO, and other databases found on the campus library portal. (1E)
D2 Use appropriate keyword and Boolean search strategies. (4A)
D3 Evaluate database results to determine accuracy and reliability of information. (6A, 6C)
D4 Navigate through records in a table, filter, or form. (10B)
D5 Enter data into a field in a *Table* or *Form View*. (7C)
D6 Find a record or records based on defined criteria. (10B)
D7 Sort records in tables, filters, and reports. (10B)
D8 Delete records. (7C, 10B)
D9 Use acquired information in the creation of products.

Internet (Internet Explorer/Safari Montage/Atomic Learning)

I1 Use keyword searches to find information on a given topic using appropriate search engines and online databases. (4A, 4B)
I2 Use Boolean search strategies to find information on a given topic. (4A, 4B)
I3 Gather information from the websites found from search results. (4A, 4B)
I4 Use the *Bookmark* or *Favorites* feature to identify and save sites to an individual computer.
I5 Determine whether web sites provide useful, appropriate, and valid information using methods including looking at the URL, identifying the author, looking for bibliographic information,

==checking associated links, ability to email author, listing the date the page was last updated, and identifying the site's targeted audience.== (6A, 6B, 6C, 9B)

- I6   Use the web to tour virtual environments, remote locations, and/or explore online interactive lessons. (7H)
- I7   Communicate with other learners or experts in the field through tools such as: teacher email (teacher directed only), video conferencing (Adobe Meeting), and/or interactive websites. (8A, 11C)
- I8   Use acquired information in the creation of products.
- I9   Recognize and identify sources of URL suffixes including, but not limited to, .org, .com, .edu, .gov, and .net. (6C)
- I10   ==Use the Internet as an online help source as needed to solve specific problems.== (5C)

Collaboration

- C1   Use technology to communicate and collaborate with other students on group projects. (7J, 8B, 8C, 8E)
- C2   Use any applications available in SWISD to create products that communicate ideas when working on group projects. (7J, 8E)

Communication

Publish

- PB1   Display work on the computer screen, projector, television, or printer. (11A)
- PB2   Proofread products and make improvements. (12D)
- PB3   Use tools such as checklists, timelines, and rubrics to evaluate products and determine relevancy to task and specific lesson objectives. (9A, 12A, 12B, 12D)
- PB4   Choose appropriate fonts, colors, and graphics in order to ensure that products are readable when displayed on screen and/or printed. (10D)

Portfolio

- A1   Students and teachers will select items that have been saved to the students' personal network directories to store in an electronic portfolio. (12C)

6th Grade Technology Applications Terminology

analog	Almost everything in the world can be described or represented in one of two forms: analog or digital. The principal feature of analog representations is that they are continuous. In contrast, digital representations consist of values measured at discrete intervals. Digital watches are called digital because they go from one value to the next without displaying all intermediate values. Consequently, they can display only a finite number of times of the day. In contrast, watches with hands are analog because the hands move continuously around the clock face. As the minute hand goes around, it not only touches the numbers 1 through 12, but also the infinite number of points in between.
clipboard	A temporary memory area, used to transfer information within a document being edited or between documents or between programs; where the computer stores data when you use the commands "cut" or "copy".
copyright	Legally, the exclusive rights of the owner of the copyright on a work to make and distribute copies, and perform and display the work in public (these last two mainly apply to plays, films, dances and the like, but could also apply to software). A work, including a piece of software, is under copyright if it displays a copyright notice. The copyright owner is the person or company whose name appears in the copyright notice on the box, or the disk or the screen or wherever.
digital	A description of data which is stored or transmitted as a sequence of discrete symbols from a finite set, most commonly this means binary data represented using electronic or electromagnetic signals. The opposite of digital is "analog."
formula	An equation that performs operations on worksheet data; formulas can perform mathematical operations, such as addition and multiplication; formulas are essential elements of spreadsheet programs such as "Excel".
graphics	Pictures or images.
homepage	The main page out of a collection of web pages; also, the page your browser is set to use when it opens.
record	In databases, a complete set of information. Records are composed of fields, each of which contains one kind of information. A set of records constitutes a file. For example, a personnel file might contain records that have three fields: a name field, an address field, and a phone number field.
scanner	An input device that takes in an optical image and converts it into an electronic image to create a version of a photo or illustration that can be seen and manipulated on a computer; may also be used to scan text if it

6th Grade Technology Applications Terminology

	has "optical character recognition" software - software that reads text.
tab	Key which moves the cursor on the screen to a preset location in a word processing document, or to the next cell in a database or spreadsheet.
template	A pattern for a document, presentation or web page that contains no information, but indicates where specific information should be placed; a guide for creating a document. In spreadsheet and database applications, a template is a blank form that shows which fields exist, their locations, and their length. In spreadsheet applications, for example, a template is a spreadsheet in which all the cells have been defined but no data has yet been entered.

Seventh Grade

Foundations

Technology Terminology/Acceptable Use Policy (AUP)

T1   Learn grade level appropriate technology terminology. (1E, 1H)

T2   Teachers will review the rules included in the SWISD Acceptable Use Policy and model appropriate use of the computer. (3A, 3B, 3C)

T3   Students will sign the SWISD AUP and demonstrate an understanding of the rules when accessing campus/district computers. (3A, 3B, 3C)

T4   Students will not copy: 1) another individual's electronic work, or 2) software for which they do not have a license, or 3) copyrighted information that does not meet "fair use guidelines". (3A, 3B, 3C)

Networking

N1   Log on and off the network using personal username and password each time computer is used. (1A)

N2   Create, name, and save files to personal directory on the network. (1A, 1B, 1F)

N3   Access files in personal directory and on the student-shared directory. (1A, 1B, 1F)

N4   Copy files from the student shared-directory to personal directory by copying the icon or using the *Save As* feature within the program. (1A, 1B, 1F)

N5   Select and print to the appropriate networked printer. (1A, 1B, 1F, 2A)

N6   Compare and contrast LANs, WANs, the Internet, and intranet. (1I)

Basic Operations

B1   Use *My Computer* or *Network Neighborhood* to navigate to available drives. (1A, 1B)

B2   Use the *Help* menu to type in a keyword and/or look at the available list of topics. (5C)

B3   Use the *Ctrl+Alt+Delete* keys to unfreeze the computer. (1A)

B4   Right-click on files, folders, icons, and within applications to access menu options. (1A)

B5   Right-click on files and folders to adjust the object attributes (e.g. read-only). (1A, 1B)

B6   Delete files within personal directory by right-clicking the file icon and choosing delete. (1A)

B7   Create folders within personal directory to organize files. (1A, 1B)

B8   Rename files and folders within personal directory by right-clicking and choosing *Rename.* (1A, 1B)

B9   Adjust the view of files and folders within personal directory by selecting *View* from the menu bar and choosing *Large Icon, Small Icon, List, or Details*. (1A, 1B)

B10   Organize files and folders within personal directory by selecting *View* from the menu bar, choosing *Arrange Icons*, and making a selection. (1A, 1B)

B11   Save files to a CD-R. (1B, 5B)

B12   Recognize various file formats including, but not limited to, .doc, .ppt, .xls, .dbf, .bmp, .jpeg, .gif, .stk, .ins, .html and their associated applications/programs. (1D, 1E, 5A)

B13   Hold the *Ctrl* key and select text or objects not ordered consecutively to copy, cut, or delete. (1A)

B14   Hold the *Shift* key and select text or objects ordered consecutively to copy, cut, or delete. (1A)

B15   Recognize keyboard shortcuts to complete tasks within applications (*Ctrl-s* to save, *Ctrl-c* to copy, *Ctrl-x* to cut, *Ctrl-v* to paste, etc.). (1A)

B16   Use the *Find Files* or *Folders* feature within the *Start* menu to locate missing files on the hard drive or the server. (1A)

Keyboarding

K1   Use correct posture when keyboarding and demonstrate mastery of proper keyboarding technique. (2A, 2B)

K2   Use language skills including capitalization, punctuation, spelling, word division, and the use of numbers and symbols as grade-level appropriate. (2B)

K3   Use a variety of software applications such as Word, Excel, or Inspiration to produce, proofread, and correct errors within documents. (2B, 7A, 7B, 7C)

K4   Use one space after all punctuation marks. (2C)

K5   Students will keyboard 28 words per minute with 98% accuracy by the end of the seventh grade. (2A, 2B)

K6   Keyboard from copy (documents, textbooks, or other printed sources of information). (2A, 2B, 2C)

Information Acquisition & Problem Solving

These applications are intended to be used within the context of the content area TEKS to express ideas and solve problems. Ultimately, students should have opportunities to self-select applications appropriate to the task. Students should also understand and identify the impact of technology on society and demonstrate its use through the real-world application of technology tools. (1C, 3D, 3E, 7J, 8D, 8E, 10A, 11B)

Word Processing (Word)

W1   Create a new document or open an existing one on the student-shared directory. (7A)

W2   Use the highlighter tool to highlight text with different colors.

W3   *Format* text by using *Bullets and Numbering.* (7A, 10D)

W4   *Insert Pictures* from *Clipart Gallery* and *From File* (digital camera, scanner, or other source). (7A, 7G, 10D)

W5   Move and resize clipart and/or images by right-clicking on the image, selecting *Format Picture*, clicking the *Layout* tab, and choosing the appropriate *Wrapping Style*. (10D)

W6   Format other properties of text boxes and/or images including *Colors and Lines*, *Size*, *Layout, Picture, and Web* by right-clicking and selecting Format Picture. (10D)

W7   Create tables to structure and organize information. (7G, 10D)

W8   Use the *Spelling and Grammar* and *Thesaurus* features to edit documents. (7A)

W9   Access available tools (standard, formatting, drawing, etc.) by selecting *View* from the menu bar and choosing *Toolbars*. (7F)

W10   Use *Draw* tools (*WordArt, Text Box, Paint Bucket, Lines and Arrows,* and *AutoShapes)*. (7F)

W11   Highlight/Select one or more objects and under the *Draw* menu choose: 1) *Grid* to unsnap or snap objects to grid, 2) *Order* to layer objects and text, 3) *Rotate or Flip* to change object orientation, 4) *Group or Ungroup* to combine or separate objects, and 5) *Align and Distribute* to position objects. (7F)

W12   Adjust margins, page orientation, and vertical alignment using *Page Setup* under the *File* menu. (7A, 10D)

W13   Insert *Headers and Footers* using the *View* menu. (7A, 10D)

W14   Format page by inserting *Borders and Shading*. (7A, 10D)

W15   Adjust spacing using *Paragraph* in the *Format* menu. (7A, 10D)

W16   *Insert* a *Hyperlink*.

W17   Insert Excel spreadsheet and Excel charts/graphs. (7B, 7G)

W18   Insert left, right, center, and/or decimal tabs to format documents. (7A)

Multimedia

PowerPoint

M1   Create a new presentation with multiple slides. (7D, 10A, 10D, 11B)

M2   Use design templates to customize presentations. (7D, 10A, 10D, 11B)

M3   Change backgrounds by selecting *Format* from the menu bar and choosing *Background*. (7D, 10D)

M4   Add and remove *Text Boxes*. (7D, 10D)

M5   *Format* text by using *Bullets and Numbering.* (7D, 10D)

M6   Use the *Spelling and Grammar* and *Thesaurus* features to edit documents. (7D, 10D)

M7   *Insert Pictures* from *Clipart Gallery* and *From File* (digital camera, scanner, or other source). (7D, 7G, 10D)

M8   Access available tools (standard, formatting, drawing, etc.) by selecting *View* from the menu bar and choosing *Toolbars*. (7D, 7F, 10D)

M9   Use *Draw* tools (*WordArt*, *Text Box*, *Paint Bucket*, *Lines and Arrows*, and *AutoShapes*). (7D, 7F, 10D)

M10   Select one or more objects and under the *Draw* menu select: 1) *Grid* to unsnap or snap objects to grid, 2) *Order* to layer objects and text, 3) *Rotate or Flip* to change object orientation, 4) *Group or Ungroup* to combine or separate objects, and 5) *Align and Distribute* to position objects. (7F)

M11   Format other properties of text boxes and/or images including *Colors and Lines*, *Size*, *Layout, Picture,* and *Web* by right-clicking and selecting Format Picture. (7D, 10D)

M12   Edit *Slide Transitions* and *Custom Animations* to enhance presentation. (7D, 10D)

M13   Under *Slide Show* use *Set Up Show* to *Loop Continuously*. (7D, 10D)

M14   Use the various PowerPoint views to organize and edit presentations. (7D, 10D)

M15   Remove individual slides in the *Slide Sorter* view by right-clicking and choosing *Delete*. (7D, 10D)

M16   Insert sound file or record voice into presentation. (7D, 10D)

M17   Insert video taken with the digital camera or video camera. (7D, 10D)

M18   Use different printing options including multiple slides per page, handouts, notes, and outline. (7D, 10D)

M19   *Insert* a *Hyperlink*.

M20   Create tables and charts/graphs or Insert Excel spreadsheet and Excel charts/graphs. (1A, 7B, 7G)

Windows Moviemaker or Producer or Photostory

M21   Capture digital video from a camcorder. (2A, 5B, 7D)

M22   Trim audio/video clips. (7D)

M23   Add text and transitions to video. (7D, 10D)

Peripherals

M24   Adjust digital camera settings in order to capture quality images while minimizing file size (640x480 pixels, standard quality setting). Take pictures and upload them to a computer. (2A, 2D)

M25   Use the scanner to digitize images and use them within an application. (2A)

M26   Record digital video using a camcorder for use in a multimedia presentation or project. (2A)

M27   Understand how to connect peripherals (scanner, digital camera, video camera, etc.) to computer. (2A)

Spreadsheet (Excel)

S1   Create a spreadsheet by entering text, values (numeric), and formulas that contain functions including AVERAGE, SUM, MIN, MAX, and MODE. (7B)

S2   Use Chart Wizard to create grade level and task appropriate charts/graphs to express ideas and solve problems. (7B, 10C, 10E)

S3   Adjust margins, page orientation, and vertical/horizontal alignment using *Page Setup* under the *File* menu. (7B, 10C, 10D)

S4   *Format* cells by changing column width and row height. (7B, 10C, 10D)

S5   Insert and delete columns and rows. (7B)

S6   Merge cells within a spreadsheet. (7B)

S7   Use the *Spelling* features to edit documents. (7B)

S8   *Insert Pictures* from *Clipart Gallery* and *From File* (digital camera, scanner, or other source). (7B, 10C, 10D)

S9   Access available tools (standard, formatting, drawing, etc.) by selecting *View* from the menu bar and choosing *Toolbars*. (7F)

S10   Use *Draw* tools (*WordArt, Text Box, Paint Bucket, Lines and Arrows,* and *AutoShapes)*. (7F)

S11   Highlight/Select one or more objects and under the *Draw* menu choose: 1) *Grid* to unsnap or snap objects to grid, 2) *Order* to layer objects and text, 3) *Rotate or Flip* to change object orientation, 4)

Group or Ungroup to combine or separate objects, and 5) *Align and Distribute* to position objects. (7F)

S12 Right-click on cells, columns, or rows and select *Format Cells* to change *Number, Alignment, Font, Border, Patterns,* or *Protection*. (10C)

S13 *Insert* a *Hyperlink*.

S14 Sort data by row or column based on organizational need. (10C)

S15 Set print area or print selection to designate specific cells to print. (7B, 10C)

S16 Insert, delete, rename, and use multiple worksheets within the same spreadsheet. (7B, 10C)

Desktop Publishing (Publisher)

DP1 Select a document type and use the Publisher Wizard to choose a design, color scheme, and layout. (7E)

DP2 Edit needed pages and delete unnecessary ones by clicking on the page navigation button (lower left), selecting *Edit* from the menu, and choosing *Delete Page*. (7E, 12D)

DP3 Click in the text boxes and replace text. (7E)

DP4 Change the font size, type, style (bold, italicize, underline), and color. (10D)

DP5 Use the *Spelling* feature to edit documents. (7E)

DP6 Right-click on images, choose *Change Picture*, *Picture*, and *Clipart* or *From File* to replace existing picture with another selection. (7E, 7G, 10D)

DP7 *Insert Pictures* from *Clipart Gallery* and *From File* (digital camera, scanner, or other source). (7E, 7G, 10D)

DP8 Access available tools (standard, formatting, drawing, etc.) by selecting *View* from the menu bar and choosing *Toolbars*. (7F)

DP9 Use Draw tools to add *Text Boxes, Lines, AutoShapes,* etc. (7F)

DP10 *Delete Objects* (text boxes, clipart, etc.) by right-clicking and selecting this option. (7E, 10D)

DP11 Change picture properties (color, scale, type, etc.) by right-clicking on the picture and choosing *Change Picture.* (10D)

DP12 Change frame properties (fill color, line color, border style, etc.) by right-clicking on the picture and choosing *Change Frame.* (10D)

DP13 Select *Arrange* to *Order*, *Align*, or *Rotate or Flip* objects. (10D)

DP14 Select *Page Setup* under the *File* menu to change *Publication Layout* and *Page Orientation*. (7E)

Graphics

P1 Create original images or edit imported images. (5A, 7F, 7G)

P2 Understand and change file formats of existing image files (.bmp, .jpeg, .gif, .tiff, .png). (5A)

P3 Cite copyright information on an image by making a textbox providing copyright information and saving the edited file (stamping URL on an image retrieved from Internet). (3A)

P4 Save and import images into other applications. (7G)

P5 Acquire or import images from file, camera, or scanner. (2A)

P6 Organize workspace by dragging down *Layer* and *History Palettes*.

P7 *Select Image*, *Resize*, *Image Size* to manipulate image size by adjusting pixels or percentages. (2D)

P8 *Select Image*, *Resize*, *Canvas Size* to manipulate canvas size by adjusting values of selected unit of measurement (inches, pixels, centimeters, etc). (2D)

P9 *Select Image*, *Resize*, *Image Size* or select *File*, *Save for Web* to reduce file size and optimize image for web, email, or multimedia projects. (2D)

P10 *Select Image*, *Rotate* to adjust image orientation. (2D)

P11 Edit an image using the *Tool Palette* (paint brush tool, text tool, move tool, clone stamp, etc.). (7F)

P12 Use the *Crop Tool* to trim or cut image. (7F)

P13 *Select Enhance*, *Adjust Lighting*/*Color*/*Contrast* to modify image. (7F)

P14 Manipulate layers and opacity to modify image. (7F)

P15 Use the *Undo History Palette* to revert to a previous state of an image. (7F)

P16   Insert, format, and modify text. (7F)
P17   Select different effects under the Filter menu to modify image. (7F)
P18   Use the *Layer Styles Palette* to modify image (beveled, sepia, shadows, etc.). (7F)
P19   Use the *Layer Palette* to view or hide a layer, remove a layer, or lock layers together. (7F)

Graphic Organizer (Inspiration)
G1   Create a diagram or open an existing template that explains an idea or concept. (10D)
G2   Insert symbols or pictures into diagram. (10D)
G3   Use the *Link* tool to connect objects within a diagram. (10D)
G4   Change the font size, type, style (bold, italicize, underline), and color. (10D)
G5   Input ideas into a diagram. (10D)
G6   Use the *Spell Check* tool to edit diagrams. (10D)
G7   Input ideas into outlines using the *Outline View*. (10D)
G8   Insert hyperlinks.
G9   Use *Draw Tools* to design and format a diagram. (7F, 10D)
G10   Select *Group*, *Align*, and *Evenly Space* under the *Symbol* menu to format objects within a diagram. (7F, 10D)
G11   Select *Gridlines* under the *Utility* menu to show or hide grid. (7F, 10D)
G12   Select *Grid Snap* under the *Utility* menu to snap or unsnap objects to grid. (7F, 10D)
G13   Layer objects by choosing *Send to Back* or *Bring to Front* from the *Effects* menu. (7F, 10D)
G14   Adjust page orientation to effectively print diagrams and outlines. (10D)
G15   Use *Diagram Properties* and *Outline Properties* under the *File* menu to change default settings within a file. (10D)
G16   Use the *Position Tool* to move an entire diagram at one time. (10D)
G17   Use the *Arrange Tool* to display diagrams in preset formats. (10D)

Web Authoring
WA1   Create a multiple page web within a folder.
WA2   Create titles for all pages within the web.
WA3   Create tables.
WA4   Insert text.
WA5   Align text and images in and outside of tables.
WA6   Save images/clipart to web folder. (2D)
WA7   Insert background colors and/or images. (10D)
WA8   Insert clipart and other images (digital camera, scanner, or other source). (2D, 7G, 10D)
WA9   Create local and Intranet hyperlinks.
WA10   Customize color and style of text and links. (10D)

Online Databases
D1   Use appropriate on-line databases to acquire information, express ideas, and solve problems. Online databases may include EBSCO, and other databases found on the campus library portal. (1E)
D2   Use appropriate keyword and Boolean search strategies. (4A)
D3   Evaluate database results to determine accuracy and reliability of information. (6A, 6C)
D4   Use a database to sort and filter, compare and contrast, express ideas, and present information. (7B, 11A)
D5   Create a new database or open an existing on a shared directory. (7C)
D6   Navigate through records in a table, filter, or form. (10B)
D7   Enter data into a field in a *Table* or *Form View*. (7C)
D8   Find a record or records based on defined criteria. (10B)
D9   Sort records in tables, filters, and reports. (10B)

D10 Delete records. (7C, 10B)
D11 Apply and remove filters (filter by form and filter by table). (7C, 10B)
D12 *Create*, *Modify* and *Rename Filters* from the *Tools* menu and *Report Creator* to solve problems and to present information. (7C, 10B)
D13 Create and use multiple field types when designing a table. (7C, 10B)
D14 Use the *Form View* and *Form Design* buttons to organize and arrange fields on the form. (7C, 10B)
D15 Use acquired information in the creation of products.

Internet (Internet Explorer/Atomic Learning/Safari Montage/KLRN)
I1 Use keyword searches to find information on a given topic using appropriate search engines and online databases. (4A, 4B)
I2 Use Boolean search strategies to find information on a given topic. (4A, 4B)
I3 Gather information from the websites found from search results. (4A, 4B)
I4 Use the *Bookmark* or *Favorites* feature to identify and save sites to an individual computer.
I5 Determine whether web sites provide useful, appropriate, and valid information using methods including looking at the URL, identifying the author, looking for bibliographic information, checking associated links, ability to email author, listing the date the page was last updated, and identifying the site's targeted audience. (6A, 6B, 6C, 9B)
I6 Use the web to tour virtual environments, remote locations, and/or explore online interactive lessons. (7H)
I7 Communicate with other learners or experts in the field through tools such as: teacher email (teacher directed only), video conferencing (Adobe Meeting), and/or interactive websites. (8A, 11C)
I8 Use acquired information in the creation of products.
I9 Recognize and identify sources of URL suffixes including, but not limited to, .org, .com, .edu, .gov, and .net. (6C)
I10 Use the Internet as an online help source as needed to solve specific problems. (5C)

Collaboration
C1 Use technology to communicate and collaborate with other students on group projects. (7J, 8B, 8C, 8E)
C2 Use any applications available in SWISD to create products that communicate ideas when working on group projects. (7J, 8E)

Communication
Publish
PB1 Display work on the computer screen, projector, television, or printer. (11A)
PB2 Proofread products and make improvements. (12D)
PB3 Use tools such as checklists, timelines, and rubrics to evaluate products and determine relevancy to task and specific lesson objectives. (9A, 12A, 12B, 12D)
PB4 Choose appropriate fonts, colors, and graphics in order to ensure that products are readable when displayed on screen and/or printed. (10D)

Portfolio
A1 Students and teachers will select items that have been saved to the students' personal network directories to store in an electronic portfolio. (12C)

7th Grade Technology Applications Terminology

Attachment	Any file linked to an email message is an attachment. Many mail packages use MIME encoding to attach files.
Bitmap	Any picture you see on the Web (or hot off a scanner, or on a page created with a desktop publishing application) is called a bitmap. As its name suggests, a bitmap is a map of dots--similar to what you see when you look at a newspaper photo under a strong magnifying glass--that looks like a picture when viewed from a distance. Bitmaps come in many file formats (GIF, JPG, TIF, BMP, PICT, and PCX, to name a few) and can be read by paint programs and image editors such as Adobe Photoshop.
Boolean	Name given to symbolic logic developed by English mathematician George Boole (1815-64). Whenever you see a Web search tool or database query system that allows you to use AND, OR, and NOT to improve your search, the chances are it uses Boolean techniques. The most common Boolean operators are AND (you're looking for all terms), OR (you're looking for at least one of the terms), and NOT (you're excluding a term). You'll always see the operators referred to in uppercase letters, although you usually don't need to enter them that way to make a Boolean search work properly.
gif	(Graphics Interchange Format) Most color images and backgrounds on the Web are GIF files. This compact file format is ideal for graphics that use only a few colors, and it was once the most popular format for online color photos. However, GIF has lost ground to the JPEG format when it comes to photos. GIF images are limited to 256 colors, but JPEGs can contain up to 16 million colors--and they can look almost as good as a photograph.
jpg (jpeg)	(Joint Photographic Experts Group) This file format for color-rich images was developed by the Joint Photographic Experts Group committee. JPEG compresses graphics of photographic color depth better than competing file formats like GIF, and it retains a high degree of color fidelity. This makes JPEG files smaller and therefore quicker to download. You can choose how much to compress a JPEG file, but the smaller you compress the file, the more color information will be lost. JPEG files can be viewed by a variety of downloadable software on both the PC and Mac.
Layout	In word processing and desktop publishing, layout refers to the arrangement of text and graphics on a page. The layout of a document can determine which points are emphasized, and whether the document is pleasing to the viewer. While no computer program can substitute for a professional layout artist, a powerful desktop publishing system can make it easier to lay out professional-looking documents. WYSIWYG (see

7th Grade Technology Applications Terminology

	below) helps layout considerably because it allows you to lay out a document on the display screen and see what it will look like when printed. In database management systems, layout refers to the way information is displayed. You can change the layout by selecting different fields.
Resolution	Resolution is a measure of graphics that's used to describe what a printer can print, a scanner can scan, and a monitor can display. In printers and scanners, resolution is measured in dots per inch (dpi) -- the number of pixels a device can fit in an inch of space. of these lines is made up of 1,280 separate pixels -- and in turn, each dot may have any number of combinations of red, green, and blue intensities. A monitor's resolution refers to the number of pixels in the whole image, because the number of dots per inch varies depending on the screen's dimensions. For example, a resolution of 800 by 600 means that there are 800 pixels across the screen and 600 pixels from top to bottom.
Virtual	Not real. The term virtual is popular among computer scientists and is used in a wide variety of situations. In general, it distinguishes something that is merely an idea from something that has physical reality. For example, virtual memory refers to an imaginary set of locations, or addresses, where you can store data. It is imaginary in the sense that the memory area is not the same as the real physical memory composed of transistors. The difference is a bit like the difference between an architect's plans for a house and the actual house. A computer scientist might call the plans a virtual house. Another analogy is the difference between the brain and the mind. The mind is a virtual brain. It exists as an idea, but the actual physical matter is the brain. The opposite of virtual is real, absolute, or physical.
WYSIWYG	"What You See Is What You Get" WYSIWYG programs allow you to see on the screen what your document or web page will look like when it is displayed or printed. Examples of WYSIWYG programs are Netscape Composer and the "Print Layout View in Microsoft Word.
HTML	(Hypertext Markup Language): The standard coding language used to construct World Wide Web documents.
IP Address	IP (Internet Protocol) Address: The address of the computer understood by other computers on the Internet.

Eighth Grade

Foundations

Technology Terminology/Acceptable Use Policy (AUP)

T1 <mark>Learn grade level appropriate technology terminology.</mark> (1E, 1H)

T2 Teachers will review the rules included in the SWISD Acceptable Use Policy and model appropriate use of the computer. (3A, 3B, 3C)

T3 Students will sign the SWISD AUP and demonstrate an understanding of the rules when accessing campus/district computers. (3A, 3B, 3C)

T4 Students will not copy: 1) another individual's electronic work, or 2) software for which they do not have a license, or 3) copyrighted information that does not meet "fair use guidelines". (3A, 3B, 3C)

Networking

N1 Log on and off the network using personal username and password each time computer is used. (1A)

N2 Create, name, and save files to personal directory on the network. (1A, 1B, 1F)

N3 Access files in personal directory and on the student-shared directory. (1A, 1B, 1F)

N4 Copy files from the student shared directory to personal-directory by copying the icon or using the *Save As* feature within the program. (1A, 1B, 1F)

N5 Select and print to the appropriate networked printer. (1A, 1B, 1F, 2A)

N6 Compare and contrast LANs, WANs, the Internet, and intranet. (1I)

Basic Operations

B1 Use *My Computer* or *Network Neighborhood* to navigate to available drives. (1A, 1B)

B2 Use the *Help* menu to type in a keyword and/or look at the available list of topics. (5C)

B3 Use the *Ctrl+Alt+Delete* keys to unfreeze the computer. (1A)

B4 Right-click on files, folders, icons, and within applications to access menu options. (1A)

B5 Right-click on files and folders to adjust the object attributes (e.g. read-only). (1A, 1B)

B6 Delete files within personal directory by right-clicking the file icon and choosing delete. (1A, 1B)

B7 Create folders within personal directory to organize files. (1A, 1B)

B8 Rename files and folders within personal directory by right-clicking and choosing *Rename*. (1A, 1B)

B9 Adjust the view of files and folders within personal directory by selecting *View* from the menu bar and choosing *Large Icon, Small Icon, List, or Details*. (1A, 1B)

B10 Organize files and folders within personal directory by selecting *View* from the menu bar, choosing *Arrange Icons*, and making a selection. (1A, 1B)

B11 Save files to a CD-R. (1B, 5B)

B12 Recognize various file formats including, but not limited to, .doc, .ppt, .xls, .dbf, .bmp, .jpeg, .gif, .stk, .ins, .html and their associated applications/programs. (1D, 1E, 5A)

B13 Hold the *Ctrl* key and select text or objects not ordered consecutively to copy, cut, or delete. (1A)

B14 Hold the *Shift* key and select text or objects ordered consecutively to copy, cut, or delete. (1A)

B15 Recognize keyboard shortcuts to complete tasks within applications (*Ctrl-s* to save, *Ctrl-c* to copy, *Ctrl-x* to cut, *Ctrl-v* to paste, etc.). (1A)

B16 Use the *Find Files or Folders* feature within the *Start* menu to locate missing files on the hard drive or the server. (1A)

Keyboarding

K1 Use correct posture when keyboarding and demonstrate mastery of proper keyboarding technique. (2A, 2B)

K2 Use language skills including capitalization, punctuation, spelling, word division, and the use of numbers and symbols as grade-level appropriate. (2B)

K3   Use a variety of software applications such as Word, Excel, or Inspiration to produce, proofread, and correct errors within documents. (2B, 7A, 7B, 7C)

K4   Use one space after all punctuation marks. (2C)

K5   <mark>Students will keyboard 32 words per minute with 98% accuracy by the end of the eighth grade.</mark> (2A, 2B)

K6   Keyboard from copy (documents, textbooks, or other printed sources of information). (2A, 2B, 2C)

Information Acquisition & Problem Solving

These applications are intended to be used within the context of the content area TEKS to express ideas and solve problems. Ultimately, students should have opportunities to self-select applications appropriate to the task. Students should also understand and identify the impact of technology on society and demonstrate its use through the real-world application of technology tools. (1C, 3D, 3E, 7J, 8D, 8E, 10A, 11B)

Word Processing (Word)

W1   Create a new document or open an existing one on the student-shared directory. (7A)

W2   Use the highlighter tool to highlight text with different colors.

W3   *Format* text by using *Bullets and Numbering*. (7A, 10D)

W4   *Insert Pictures* from *Clipart Gallery* and *From File* (digital camera, scanner, or other source). (7A, 7G, 10D)

W5   Move and resize clipart and/or images by right-clicking on the image, selecting *Format Picture*, clicking the *Layout* tab, and choosing the appropriate *Wrapping Style*. (10D)

W6   Format other properties of images including *Colors and Lines*, *Size*, *Layout, Picture,* and *Web* and by right-clicking and selecting *Format Picture*. (10D)

W7   Create tables to structure and organize information. (7G, 10D)

W8   Use the *Spelling and Grammar* and *Thesaurus* features to edit documents. (7A)

W9   Access available tools (standard, formatting, drawing, etc.) by selecting *View* from the menu bar and choosing *Toolbars*. (7F)

W10   Use *Draw* tools (*WordArt, Text Box, Paint bucket, Lines and Arrows,* and *AutoShapes)*. (7F)

W11   Highlight/Select one or more objects and under the *Draw* menu choose: 1) *Grid* to unsnap or snap objects to grid, 2) *Order* to layer objects and text, 3) *Rotate or Flip* to change object orientation, 4) *Group or Ungroup* to combine or separate objects, and 5) *Align and Distribute* to position objects. (7F)

W12   Adjust margins, page orientation, and vertical alignment using *Page Setup* under the *File* menu. (7A, 10D)

W13   Insert *Headers and Footers* using the *View* menu. (7A, 10D)

W14   Format page by inserting *Borders and Shading*. (7A, 10D)

W15   Adjust spacing using *Paragraph* in the *Format* menu. (7A, 10D)

W16   *Insert* a *Hyperlink*.

W17   Create tables and charts/graphs or Insert Excel spreadsheet and Excel charts/graphs. (1A, 7B, 7G)

W18   Insert left, right, center, and/or decimal tabs to format documents. (7A)

W19   <mark>Explore given templates (résumé, letters, memo, etc.) and use them as needed to complete assignments.</mark> (10A)

W20   <mark>Use *Mail Merge* under the *Tools* menu to create labels, form letters, etc. by importing data from other sources such as spreadsheets and databases.</mark> (7G)

Multimedia

PowerPoint

M1   Create a new presentation with multiple slides. (7D, 10A, 10D, 11B)

M2   Use design templates to customize presentations. (7D, 10A, 10D, 11B)

M3   Change backgrounds by selecting *Format* from the menu bar and choosing *Background*. (7D, 10D)

M4   Add and remove *Text Boxes*. (7D, 10D)

M5   *Format* text by using *Bullets and Numbering.* (7D, 10D)

M6   Use the *Spelling and Grammar* and *Thesaurus* features to edit documents. (7D, 10D)
M7   *Insert Pictures* from *Clipart Gallery* and *From File* (digital camera, scanner, or other source). (7D, 7G, 10D)
M8   Access available tools (standard, formatting, drawing, etc.) by selecting *View* from the menu bar and choosing *Toolbars*. (7D, 7F, 10D)
M9   Use *Draw* tools (*WordArt, Text Box, Paint Bucket, Lines and Arrows,* and *AutoShapes)*. (7D, 7F, 10D)
M10   Select one or more objects and under the *Draw* menu select: 1) *Grid* to unsnap or snap objects to grid, 2) *Order* to layer objects and text, 3) *Rotate or Flip* to change object orientation, 4) *Group or Ungroup* to combine or separate objects, and 5) *Align and Distribute* to position objects. (7F)
M11   Format other properties of images including *Colors and Lines*, *Size*, *Layout, Picture, and Web* and by right-clicking and selecting *Format Picture*. (1A, 7D, 10D)
M12   Edit *Slide Transitions* and *Custom Animations* to enhance presentation. (7D, 10D)
M13   Under *Slide Show* use *Set Up Show* to *Loop Continuously.* (7D, 10D)
M14   Use the various PowerPoint views to organize and edit presentations. (7D, 10D)
M15   Remove individual slides in the *Slide Sorter* view by right-clicking and choosing *Delete*. (7D, 10D)
M16   Insert sound file or record voice into presentation. (7D, 10D)
M17   Insert video taken with the digital camera or video camera. (7D, 10D)
M18   Use different printing options including multiple slides per page, handouts, notes, and outline. (7D, 10D)
M19   *Insert* a *Hyperlink*.
M20   Create tables and charts/graphs or Insert Excel spreadsheet and Excel charts/graphs. (1A, 7B, 7G)
M21   Create nonlinear presentations by inserting *Action Buttons* under the *Slide Show* menu. (7D, 10D)

Windows Moviemaker or Photostory or Producer
M22   Capture digital video from a camcorder. (2A, 5B, 7D)
M23   Trim audio/video clips. (7D)
M24   Add text and transitions to video. (7D, 10D)

Windows Sound Recorder
M25   Create audio file (such as sound effects, music, or voice) for use in a multimedia presentation or project.

Peripherals
M26   Use the scanner to digitize images and use them within an application. (2A)
M27   Adjust digital camera settings in order to capture quality images while minimizing file size (640x480 pixels, standard quality setting). Take pictures and upload them to a computer. (2A, 2D)
M28   Record digital video using a camcorder for use in a multimedia presentation or project. (2A)
M29   Record and upload digital video from a digital camera. (2A, 5B)
M30   Understand how to connect peripherals (scanner, digital camera, video camera, etc.) to computer. (2A)

Spreadsheet (Excel)
S1   Create a spreadsheet by entering text, values (numeric), and formulas that contain functions including AVERAGE, SUM, MIN, MAX, and MODE. (7B)
S2   Use Chart Wizard to create charts/graphs as grade level and task appropriate to express ideas and solve problems. (7B, 10C, 10E)
S3   Adjust margins, page orientation, and vertical/horizontal alignment using *Page Setup* under the *File* menu. (7B, 10C, 10D)
S4   *Format* cells by changing column width and row height. (7B, 10C, 10D)
S5   Insert and delete columns and rows. (7B)

S6   Merge cells within a spreadsheet. (7B)
S7   Use the *Spelling and Grammar* and *Thesaurus* features to edit documents. (7B)
S8   *Insert Pictures* from *Clipart Gallery* and *From File* (digital camera, scanner, or other source). (7B, 10C, 10D)
S9   Access available tools (standard, formatting, drawing, etc.) by selecting *View* from the menu bar and choosing *Toolbars*. (7F)
S10 Use *Draw* tools (*WordArt, Text Box, Paint bucket, Lines* and *Arrows,* and *AutoShapes)*. (7F)
S11 Highlight/Select one or more objects and under the *Draw* menu choose: 1) *Grid* to unsnap or snap objects to grid, 2) *Order* to layer objects and text, 3) *Rotate or Flip* to change object orientation, 4) *Group or Ungroup* to combine or separate objects, and 5) *Align and Distribute* to position objects. (7F)
S12 Right-click on cells, columns, or rows and select *Format Cells* to change *Number, Alignment, Font, Border, Patterns,* or *Protection*. (10C)
S13 *Insert* a *Hyperlink*.
S14 Sort data by row or column based on organizational need. (10C)
S15 Set print area or print selection to designate specific cells to print. (7B, 10C)
S16 Insert, delete, rename, and use multiple worksheets within the same spreadsheet. (7B, 10C)
S17 Insert *Headers and Footers* using the *View* menu. (7B, 10C)
S18 Create a *Shared* workbook by activating the feature under the *Tools* menu. (8B, 8C)

Desktop Publishing (Publisher)
DP1   Select a document type and use the Publisher Wizard to choose a design, color scheme, and layout. (7E)
DP2   Edit needed pages and delete unnecessary ones by clicking on the page navigation button (lower left), selecting *Edit* from the menu, and choosing *Delete Page*. (7E, 12D)
DP3   Click in the text boxes and replace text. (7E)
DP4   Change the font size, type, style (bold, italicize, underline), and color. (10D)
DP5   Use the *Spelling* feature to edit documents. (7E)
DP6   Right-click on images, choose *Change Picture*, *Picture*, and *Clipart* or *From File* to replace existing picture with another selection. (7E, 7G, 10D)
DP7   *Insert Pictures* from *Clipart Gallery* and *From File* (digital camera, scanner, or other source). (7E, 7G, 10D)
DP8   Access available tools (standard, formatting, drawing, etc.) by selecting *View* from the menu bar and choosing *Toolbars*. (7F)
DP9   Use Draw tools to add *Text Boxes, Lines, AutoShapes,* etc. (7F)
DP10 *Delete Objects* (text boxes, clipart, etc.) by right-clicking and selecting this option. (7E, 10D)
DP11 Change picture properties (color, scale, type, etc.) by right-clicking on the picture and choosing *Change Picture.* (10D)
DP12 Change frame properties (fill color, line color, border style, etc.) by right-clicking on the picture and choosing *Change Frame.* (10D)
DP13 Select *Arrange* to *Order* (layer), *Align*, or *Rotate or Flip* objects. (10D)
DP14 Select *Page Setup* under the *File* menu to change *Publication Layout* and *Page Orientation*. (7E)

Graphics
P1   Create original images or edit imported images. (5A, 7F, 7G)
P2   Understand and change file formats of existing image files (.bmp, .jpeg, .gif, .tiff, .png). (5A)
P3   Cite copyright information on an image by making a textbox providing copyright information and saving the edited file (stamping URL on an image retrieved from Internet). (3A)
P4   Save and import images into other applications. (7G)
P5   Acquire or import images from file, camera, or scanner. (2A)
P6   Organize workspace by dragging down *Layer* and *History Palettes*.

P7   *Select Image*, *Resize*, *Image Size* to manipulate image size by adjusting pixels or percentages. (2D)
P8   *Select Image*, *Resize*, *Canvas Size* to manipulate canvas size by adjusting values of selected unit of measurement (inches, pixels, centimeters, etc). (2D)
P9   *Select Image*, *Resize*, *Image Size* or select *File*, *Save for Web* to reduce file size and optimize image for web, email, or multimedia projects. (2D)
P10   *Select Image*, *Rotate* to adjust image orientation. (2D)
P11   Edit an image using the *Tool Palette* (paint brush tool, text tool, move tool, clone stamp, etc.). (7F)
P12   Use the *Crop Tool* to trim or cut image. (7F)
P13   *Select Enhance*, *Adjust Lighting*/*Color*/*Contrast* to modify image. (7F)
P14   Manipulate layers and opacity to modify image. (7F)
P15   Use the *Undo History Palette* to revert to a previous state of an image. (7F)
P16   Insert, format, and modify text. (7F)
P17   Select different effects under the Filter menu to modify image. (7F)
P18   Use the *Layer Styles Palette* to modify image (beveled, sepia, shadows, etc.). (7F)
P19   Use the *Layer Palette* to view or hide a layer, remove a layer, or lock layers together. (7F)

Graphic Organizer (Inspiration)

G1   Create a diagram or open an existing template that explains an idea or concept. (10D)
G2   Insert symbols or pictures into diagram. (10D)
G3   Use the *Link* tool to connect objects within a diagram. (10D)
G4   Change the font size, type, style (bold, italicize, underline), and color. (10D)
G5   Use the *Rapid Fire* tool to input ideas into a diagram. (10D)
G6   Use the *Spell Check* tool to edit diagrams. (10D)
G7   Input ideas into outlines using the *Outline View*. (10D)
G8   Insert hyperlinks.
G9   Use *Draw Tools* to design and format a diagram. (7F, 10D)
G10   Select *Group*, *Align*, and *Evenly Space* under the *Symbol* menu to format objects within a diagram. (7F, 10D)
G11   Select *Gridlines* under the *Utility* menu to show or hide grid. (7F, 10D)
G12   Select *Grid Snap* under the *Utility* menu to snap or unsnap objects to grid. (7F, 10D)
G13   Layer objects by choosing *Send to Back* or *Bring to Front* from the *Effects* menu. (7F, 10D)
G14   Adjust page orientation to effectively print diagrams and outlines. (10D)
G15   Use *Diagram Properties* and *Outline Properties* under the *File* menu to change default settings within a file. (10D)
G16   Use the *Position Tool* to move an entire diagram at one time. (10D)
G17   Use the *Arrange Tool* to display diagrams in preset formats. (10D)
G18   Export diagrams and/or outlines to other applications (PowerPoint, Word, etc.). (7G)
G19   Use the *Notes* feature in the *Outline View* to add thoughts not shown within in the diagram. (10D)

Web Authoring (FrontPage)

WA1   Create a multiple page web within a folder.
WA2   Create titles for all pages within the web.
WA3   Create tables.
WA4   Insert text.
WA5   Align text and images in and outside of tables.
WA6   Save images/clipart to web folder. (2D)
WA7   Insert background colors and/or images. (10D)
WA8   Insert clipart and other images (digital camera, scanner, or other source). (2D, 7G, 10D)
WA9   Create local and Intranet hyperlinks.

WA10   Customize color and style of text and links. (10D)

Online Databases/Access

D1	Use appropriate on-line databases to acquire information, express ideas, and solve problems. Online databases may include EBSCO and other databases found on the campus library portal. (1E)
D2	Use appropriate keyword and Boolean search strategies. (4A)
D3	Evaluate database results to determine accuracy and reliability of information. (6A, 6C)
D4	Use a database to sort and filter, compare and contrast, express ideas, and present information. (7B, 11A)
D5	Create a new database or open an existing on a shared directory. (7C)
D6	Navigate through records in a table, filter, or form. (10B)
D7	Enter data into a field in a *Table* or *Form View*. (7C)
D8	Find a record or records based on defined criteria. (10B)
D9	Sort records in Tables, Filters, and Reports. (10B)
D10	Delete records. (7C, 10B)
D11	Apply and remove filters (filter by form and filter by table). (7C, 10B)
D12	*Create*, *Modify* and *Rename Filters* from the *Tools* menu and *Report Creator* to solve problems and to present information. (7C, 10B)
D13	Create and use multiple field types when designing a table. (7C, 10B)
D14	Use the *Form View* and *Form Design* buttons to organize and arrange fields on the form. (7C, 10B)
D15	Create a report with the *Report Creator* using selected fields, sorting and grouping records, using filters. (7C, 10B)
D16	Preview and print a report. (11A, 1F)
D17	Use acquired information in the creation of products.

Internet (Internet Explorer/Atomic Learning/Safari Montage)

I1	Use keyword searches to find information on a given topic using appropriate search engines and online databases. (4A, 4B)
I2	Use Boolean search strategies to find information on a given topic. (4A, 4B)
I3	Gather information from the websites found from search results. (4A, 4B)
I4	Use the *Bookmark* or *Favorites* feature to identify and save sites to an individual computer.
I5	Determine whether web sites provide useful, appropriate, and valid information using methods including looking at the URL, identifying the author, looking for bibliographic information, checking associated links, ability to email author, listing the date the page was last updated, and identifying the site's targeted audience. (6A, 6B, 6C, 9B)
I6	Use the web to tour virtual environments, remote locations, and/or explore online interactive lessons. (7H)
I7	Communicate with other learners or experts in the field through tools such as: teacher email (teacher directed only), video conferencing (Adobe Meeting), and/or interactive websites. (8A, 11C)
I8	Use acquired information in the creation of products.
I9	Recognize and identify sources of URL suffixes including, but not limited to, .org, .com, .edu, .gov, and .net. (6C)
I10	Use the Internet as an online help source as needed to solve specific problems. (5C)

Collaboration

C1	Use technology to communicate and collaborate with other students on group projects. (7J, 8B, 8C, 8E)
C2	Use any applications available in SWISD to create products that communicate ideas when working on group projects. (7J, 8E)

Communication

Publish

PB1   Display work on the computer screen, projector, television, or printer. (11A)

PB2   Proofread products and make improvements. (12D)

PB3   Use tools such as checklists, timelines, and rubrics to evaluate products and determine relevancy to task and specific lesson objectives. (9A, 12A, 12B, 12D)

PB4   Choose appropriate fonts, colors, and graphics in order to ensure that products are readable when displayed on screen and/or printed. (10D)

Portfolio

A1   Students and teachers will select items that have been saved to the students' personal network directories to store in an electronic portfolio. (12C)

8th Grade Technology Applications Terminology

midi	Musical Instrument Digital Interface Pronounced "middy," this connectivity standard enables you to hook together computers, musical instruments, and synthesizers to make and orchestrate digital sound. The term is used to describe the standard itself, the hardware that supports the standard, and files that store information that the hardware can use. MIDI files are like digital sheet music--they contain instructions for musical notes, tempo, and instrumentation--and are widely used in game soundtracks and recording studios.
wav	Pronounced "wave," this is the file extension for the Windows standard for wave form sound files.
wmf	Windows MetaFile A graphic file format used by many Microsoft clipart images. wmf images are not recognized by all browsers.
em dash	An em dash is the width of a capital M and is created by placing a space before a dash that separates two items. EX: The capitol of Texas – Austin
en dash	An en dash is the width of an (n) and is created by placing a dash only between two text items. EX: January-May
hacking	<jargon> (Originally, someone who makes furniture with an axe) Exploring the details of programmable systems and how to stretch their capabilities, as opposed to most users, who prefer to learn only the minimum necessary. (Term has been associated with malicious mischief.)
piracy	The unauthorized copying of software. Most retail programs are licensed for use at just one computer site or for use by only one user at any time. By buying the software, you become a licensed user rather than an owner. You are allowed to make copies of the program for backup purposes, but it is against the law to give copies to friends and colleagues.

9th-12th Grade

Foundations
Technology Terminology/Acceptable Use Policy (AUP)
T1   Learn grade level appropriate technology terminology. (1E, 1H)

T2   Teachers will review the rules included in the SWISD Acceptable Use Policy and model appropriate use of the computer. (3A, 3B, 3C)

T3   Students will sign the SWISD AUP and demonstrate an understanding of the rules when accessing campus/district computers. (3A, 3B, 3C)

T4   Students will not copy: 1) another individual's electronic work, or 2) software for which they do not have a license, or 3) copyrighted information that does not meet "fair use guidelines". (3A, 3B, 3C)

Networking
N1   Log on and off the network using personal username and password each time computer is used. (1A)

N2   Create, name, and save files to personal directory on the network. (1A, 1B, 1F)

N3   Access files in personal directory and on the student-shared directory. (1A, 1B, 1F)

N4   Copy files from the student shared directory to personal-directory by copying the icon or using the *Save As* feature within the program. (1A, 1B, 1F)

N5   Select and print to the appropriate networked printer. (1A, 1B, 1F, 2A)

N6   Compare and contrast LANs, WANs, the Internet, and intranet. (1I)

Basic Operations
B1   Use *My Computer* or *Network Neighborhood* to navigate to available drives. (1A, 1B)

B2   Use the *Help* menu to type in a keyword and/or look at the available list of topics. (5C)

B3   Use the *Ctrl+Alt+Delete* keys to unfreeze the computer. (1A)

B4   Right-click on files, folders, icons, and within applications to access menu options. (1A)

B5   Right-click on files and folders to adjust the object attributes (e.g. read-only). (1A, 1B)

B6   Delete files within personal directory by right-clicking the file icon and choosing delete. (1A, 1B)

B7   Create folders within personal directory to organize files. (1A, 1B)

B8   Rename files and folders within personal directory by right-clicking and choosing *Rename*. (1A, 1B)

B9   Adjust the view of files and folders within personal directory by selecting *View* from the menu bar and choosing *Large Icon, Small Icon, List, or Details*. (1A, 1B)

B10   Organize files and folders within personal directory by selecting *View* from the menu bar, choosing *Arrange Icons*, and making a selection. (1A, 1B)

B11   Save files to a CD-R. (1B, 5B)

B12   Recognize various file formats including, but not limited to, .doc, .ppt, .xls, .dbf, .bmp, .jpeg, .gif, .stk, .ins, .html and their associated applications/programs. (1D, 1E, 5A)

B13   Hold the *Ctrl* key and select text or objects not ordered consecutively to copy, cut, or delete. (1A)

B14   Hold the *Shift* key and select text or objects ordered consecutively to copy, cut, or delete. (1A)

B15   Recognize keyboard shortcuts to complete tasks within applications (*Ctrl-s* to save, *Ctrl-c* to copy, *Ctrl-x* to cut, *Ctrl-v* to paste, etc.). (1A)

B16   Use the *Find Files or Folders* feature within the *Start* menu to locate missing files on the hard drive or the server. (1A)

Keyboarding
K1   Use correct posture when keyboarding and demonstrate mastery of proper keyboarding technique. (2A, 2B)

K2   Use language skills including capitalization, punctuation, spelling, word division, and the use of numbers and symbols as grade-level appropriate. (2B)

K3   Use a variety of software applications such as Word, Excel, or Inspiration to produce, proofread, and correct errors within documents. (2B, 7A, 7B, 7C)

K4   Use one space after all punctuation marks. (2C)

K5   <mark>Students will keyboard 32 words per minute with 98% accuracy by the end of the eighth grade.</mark> (2A, 2B)

K6   Keyboard from copy (documents, textbooks, or other printed sources of information). (2A, 2B, 2C)

Information Acquisition & Problem Solving

These applications are intended to be used within the context of the content area TEKS to express ideas and solve problems. Ultimately, students should have opportunities to self-select applications appropriate to the task. Students should also understand and identify the impact of technology on society and demonstrate its use through the real-world application of technology tools. (1C, 3D, 3E, 7J, 8D, 8E, 10A, 11B)

Word Processing (Word)

W1   Create a new document or open an existing one on the student-shared directory. (7A)

W2   Use the highlighter tool to highlight text with different colors.

W3   *Format* text by using *Bullets and Numbering*. (7A, 10D)

W4   *Insert Pictures* from *Clipart Gallery* and *From File* (digital camera, scanner, or other source). (7A, 7G, 10D)

W5   Move and resize clipart and/or images by right-clicking on the image, selecting *Format Picture*, clicking the *Layout* tab, and choosing the appropriate *Wrapping Style*. (10D)

W6   Format other properties of images including *Colors and Lines*, *Size*, *Layout, Picture,* and *Web* and by right-clicking and selecting *Format Picture*. (10D)

W7   Create tables to structure and organize information. (7G, 10D)

W8   Use the *Spelling and Grammar* and *Thesaurus* features to edit documents. (7A)

W9   Access available tools (standard, formatting, drawing, etc.) by selecting *View* from the menu bar and choosing *Toolbars*. (7F)

W10   Use *Draw* tools (*WordArt, Text Box, Paint bucket, Lines and Arrows,* and *AutoShapes)*. (7F)

W11   Highlight/Select one or more objects and under the *Draw* menu choose: 1) *Grid* to unsnap or snap objects to grid, 2) *Order* to layer objects and text, 3) *Rotate or Flip* to change object orientation, 4) *Group or Ungroup* to combine or separate objects, and 5) *Align and Distribute* to position objects. (7F)

W12   Adjust margins, page orientation, and vertical alignment using *Page Setup* under the *File* menu. (7A, 10D)

W13   Insert *Headers and Footers* using the *View* menu. (7A, 10D)

W14   Format page by inserting *Borders and Shading*. (7A, 10D)

W15   Adjust spacing using *Paragraph* in the *Format* menu. (7A, 10D)

W16   *Insert* a *Hyperlink*.

W17   Create tables and charts/graphs or Insert Excel spreadsheet and Excel charts/graphs. (1A, 7B, 7G)

W18   Insert left, right, center, and/or decimal tabs to format documents. (7A)

W19   <mark>Explore given templates (résumé, letters, memo, etc.) and use them as needed to complete assignments.</mark> (10A)

W20   <mark>Use *Mail Merge* under the *Tools* menu to create labels, form letters, etc. by importing data from other sources such as spreadsheets and databases.</mark> (7G)

Multimedia

PowerPoint

M1   Create a new presentation with multiple slides. (7D, 10A, 10D, 11B)

M2   Use design templates to customize presentations. (7D, 10A, 10D, 11B)

M3   Change backgrounds by selecting *Format* from the menu bar and choosing *Background*. (7D, 10D)

M4   Add and remove *Text Boxes*. (7D, 10D)

M5   *Format* text by using *Bullets and Numbering.* (7D, 10D)

M6   Use the *Spelling and Grammar* and *Thesaurus* features to edit documents. (7D, 10D)

M7   *Insert Pictures* from *Clipart Gallery* and *From File* (digital camera, scanner, or other source). (7D, 7G, 10D)

M8   Access available tools (standard, formatting, drawing, etc.) by selecting *View* from the menu bar and choosing *Toolbars*. (7D, 7F, 10D)

M9   Use *Draw* tools (*WordArt, Text Box, Paint Bucket, Lines and Arrows,* and *AutoShapes)*. (7D, 7F, 10D)

M10   Select one or more objects and under the *Draw* menu select: 1) *Grid* to unsnap or snap objects to grid, 2) *Order* to layer objects and text, 3) *Rotate or Flip* to change object orientation, 4) *Group or Ungroup* to combine or separate objects, and 5) *Align and Distribute* to position objects. (7F)

M11   Format other properties of images including *Colors and Lines*, *Size*, *Layout, Picture, and Web* and by right-clicking and selecting *Format Picture*. (1A, 7D, 10D)

M12   Edit *Slide Transitions* and *Custom Animations* to enhance presentation. (7D, 10D)

M13   Under *Slide Show* use *Set Up Show* to *Loop Continuously.* (7D, 10D)

M14   Use the various PowerPoint views to organize and edit presentations. (7D, 10D)

M15   Remove individual slides in the *Slide Sorter* view by right-clicking and choosing *Delete*. (7D, 10D)

M16   Insert sound file or record voice into presentation. (7D, 10D)

M17   Insert video taken with the digital camera or video camera. (7D, 10D)

M18   Use different printing options including multiple slides per page, handouts, notes, and outline. (7D, 10D)

M19   *Insert* a *Hyperlink*.

M20   Create tables and charts/graphs or Insert Excel spreadsheet and Excel charts/graphs. (1A, 7B, 7G)

M21   Create nonlinear presentations by inserting *Action Buttons* under the *Slide Show* menu. (7D, 10D)

Windows Moviemaker or Photostory or Producer

M22   Capture digital video from a camcorder. (2A, 5B, 7D)

M23   Trim audio/video clips. (7D)

M24   Add text and transitions to video. (7D, 10D)

Windows Sound Recorder

M25   Create audio file (such as sound effects, music, or voice) for use in a multimedia presentation or project.

Peripherals

M26   Use the scanner to digitize images and use them within an application. (2A)

M27   Adjust digital camera settings in order to capture quality images while minimizing file size (640x480 pixels, standard quality setting). Take pictures and upload them to a computer. (2A, 2D)

M28   Record digital video using a camcorder for use in a multimedia presentation or project. (2A)

M29   Record and upload digital video from a digital camera. (2A, 5B)

M30   Understand how to connect peripherals (scanner, digital camera, video camera, etc.) to computer. (2A)

Spreadsheet (Excel)

S1   Create a spreadsheet by entering text, values (numeric), and formulas that contain functions including AVERAGE, SUM, MIN, MAX, and MODE. (7B)

S2   Use Chart Wizard to create charts/graphs as grade level and task appropriate to express ideas and solve problems. (7B, 10C, 10E)

S3   Adjust margins, page orientation, and vertical/horizontal alignment using *Page Setup* under the *File* menu. (7B, 10C, 10D)

S4   *Format* cells by changing column width and row height. (7B, 10C, 10D)

S5   Insert and delete columns and rows. (7B)

S6   Merge cells within a spreadsheet. (7B)

S7   Use the *Spelling and Grammar* and *Thesaurus* features to edit documents. (7B)

S8   *Insert Pictures* from *Clipart Gallery* and *From File* (digital camera, scanner, or other source). (7B, 10C, 10D)

S9   Access available tools (standard, formatting, drawing, etc.) by selecting *View* from the menu bar and choosing *Toolbars*. (7F)

S10   Use *Draw* tools (*WordArt, Text Box, Paint bucket, Lines* and *Arrows,* and *AutoShapes)*. (7F)

S11   Highlight/Select one or more objects and under the *Draw* menu choose: 1) *Grid* to unsnap or snap objects to grid, 2) *Order* to layer objects and text, 3) *Rotate or Flip* to change object orientation, 4) *Group or Ungroup* to combine or separate objects, and 5) *Align and Distribute* to position objects. (7F)

S12   Right-click on cells, columns, or rows and select *Format Cells* to change *Number, Alignment, Font, Border, Patterns,* or *Protection*. (10C)

S13   *Insert* a *Hyperlink*.

S14   Sort data by row or column based on organizational need. (10C)

S15   Set print area or print selection to designate specific cells to print. (7B, 10C)

S15   Insert, delete, rename, and use multiple worksheets within the same spreadsheet. (7B, 10C)

S16   Insert *Headers and Footers* using the *View* menu. (7B, 10C)

S17   Create a *Shared* workbook by activating the feature under the *Tools* menu. (8B, 8C)

Desktop Publishing (Publisher)

DP1   Select a document type and use the Publisher Wizard to choose a design, color scheme, and layout. (7E)

DP2   Edit needed pages and delete unnecessary ones by clicking on the page navigation button (lower left), selecting *Edit* from the menu, and choosing *Delete Page*. (7E, 12D)

DP3   Click in the text boxes and replace text. (7E)

DP4   Change the font size, type, style (bold, italicize, underline), and color. (10D)

DP5   Use the *Spelling* feature to edit documents. (7E)

DP6   Right-click on images, choose *Change Picture*, *Picture*, and *Clipart* or *From File* to replace existing picture with another selection. (7E, 7G, 10D)

DP7   *Insert Pictures* from *Clipart Gallery* and *From File* (digital camera, scanner, or other source). (7E, 7G, 10D)

DP8   Access available tools (standard, formatting, drawing, etc.) by selecting *View* from the menu bar and choosing *Toolbars*. (7F)

DP9   Use Draw tools to add *Text Boxes, Lines, AutoShapes,* etc. (7F)

DP10 *Delete Objects* (text boxes, clipart, etc.) by right-clicking and selecting this option. (7E, 10D)

DP11 Change picture properties (color, scale, type, etc.) by right-clicking on the picture and choosing *Change Picture.* (10D)

DP12 Change frame properties (fill color, line color, border style, etc.) by right-clicking on the picture and choosing *Change Frame.* (10D)

DP13 Select *Arrange* to *Order* (layer), *Align*, or *Rotate or Flip* objects. (10D)

DP14 Select *Page Setup* under the *File* menu to change *Publication Layout* and *Page Orientation*. (7E)

Graphics
MS Paint/PhotoShop Elements

P1   Create original images or edit imported images. (5A, 7F, 7G)

P2   Understand and change file formats of existing image files (.bmp, .jpeg, .gif, .tiff, .png). (5A)

P3   Cite copyright information on an image by making a textbox providing copyright information and saving the edited file (stamping URL on an image retrieved from Internet). (3A)

P4   Save and import images into other applications. (7G)

P5   Acquire or import images from file, camera, or scanner. (2A)

P6   Organize workspace by dragging down *Layer* and *History Palettes*.
P7   *Select Image*, *Resize*, *Image Size* to manipulate image size by adjusting pixels or percentages. (2D)
P8   *Select Image*, *Resize*, *Canvas Size* to manipulate canvas size by adjusting values of selected unit of measurement (inches, pixels, centimeters, etc). (2D)
P9   *Select Image*, *Resize*, *Image Size* or select *File*, *Save for Web* to reduce file size and optimize image for web, email, or multimedia projects. (2D)
P10   *Select Image*, *Rotate* to adjust image orientation. (2D)
P11   Edit an image using the *Tool Palette* (paint brush tool, text tool, move tool, clone stamp, etc.). (7F)
P12   Use the *Crop Tool* to trim or cut image. (7F)
P13   *Select Enhance*, *Adjust Lighting*/*Color*/*Contrast* to modify image. (7F)
P14   Manipulate layers and opacity to modify image. (7F)
P15   Use the *Undo History Palette* to revert to a previous state of an image. (7F)
P16   Insert, format, and modify text. (7F)
P17   Select different effects under the Filter menu to modify image. (7F)
P18   Use the *Layer Styles Palette* to modify image (beveled, sepia, shadows, etc.). (7F)
P19   Use the *Layer Palette* to view or hide a layer, remove a layer, or lock layers together. (7F)

Graphic Organizer (Inspiration)
G1   Create a diagram or open an existing template that explains an idea or concept. (10D)
G2   Insert symbols or pictures into diagram. (10D)
G3   Use the *Link* tool to connect objects within a diagram. (10D)
G4   Change the font size, type, style (bold, italicize, underline), and color. (10D)
G5   Input ideas into a diagram. (10D)
G6   Use the *Spell Check* tool to edit diagrams. (10D)
G7   Input ideas into outlines using the *Outline View*. (10D)
G8   Insert hyperlinks.
G9   Use *Draw Tools* to design and format a diagram. (7F, 10D)
G10   Select *Group*, *Align*, and *Evenly Space* under the *Symbol* menu to format objects within a diagram. (7F, 10D)
G11   Select *Gridlines* under the *Utility* menu to show or hide grid. (7F, 10D)
G12   Select *Grid Snap* under the *Utility* menu to snap or unsnap objects to grid. (7F, 10D)
G13   Layer objects by choosing *Send to Back* or *Bring to Front* from the *Effects* menu. (7F, 10D)
G14   Adjust page orientation to effectively print diagrams and outlines. (10D)
G15   Use *Diagram Properties* and *Outline Properties* under the *File* menu to change default settings within a file. (10D)
G16   Use the *Position Tool* to move an entire diagram at one time. (10D)
G17   Use the *Arrange Tool* to display diagrams in preset formats. (10D)
G18   Export diagrams and/or outlines to other applications (PowerPoint, Word, etc.). (7G)
G19   Use the *Notes* feature in the *Outline View* to add thoughts not shown within in the diagram. (10D)

Web Authoring
WA1   Create a multiple page web within a folder.
WA2   Create titles for all pages within the web.
WA3   Create tables.
WA4   Insert text.
WA5   Align text and images in and outside of tables.
WA6   Save images/clipart to web folder. (2D)
WA7   Insert background colors and/or images. (10D)
WA8   Insert clipart and other images (digital camera, scanner, or other source). (2D, 7G, 10D)
WA9   Create local and Intranet hyperlinks.

WA10   Customize color and style of text and links. (10D)

Online Databases/Library Databases/Access

D1   Use appropriate on-line databases to acquire information, express ideas, and solve problems. Online databases may include EBSCO and other databases found on the campus library portal. (1E)

D2   Use appropriate keyword and Boolean search strategies. (4A)

D3   Evaluate database results to determine accuracy and reliability of information. (6A, 6C)

D4   Use a database to sort and filter, compare and contrast, express ideas, and present information. (7B, 11A)

D5   Create a new database or open an existing on a shared directory. (7C)

D6   Navigate through records in a table, filter, or form. (10B)

D7   Enter data into a field in a *Table* or *Form View*. (7C)

D8   Find a record or records based on defined criteria. (10B)

D9   Sort records in Tables, Filters, and Reports. (10B)

D10   Delete records. (7C, 10B)

D11   Apply and remove filters (filter by form and filter by table). (7C, 10B)

D12   *Create*, *Modify* and *Rename Filters* from the *Tools* menu and *Report Creator* to solve problems and to present information. (7C, 10B)

D13   Create and use multiple field types when designing a table. (7C, 10B)

D14   Use the *Form View* and *Form Design* buttons to organize and arrange fields on the form. (7C, 10B)

D15   Create a report with the *Report Creator* using selected fields, sorting and grouping records, using filters. (7C, 10B)

D16   Preview and print a report. (11A, 1F)

D17   Use acquired information in the creation of products.

Internet (Internet Explorer/Safari Montage/Atomic Learning)

I1   Use keyword searches to find information on a given topic using appropriate search engines and online databases. (4A, 4B)

I2   Use Boolean search strategies to find information on a given topic. (4A, 4B)

I3   Gather information from the websites found from search results. (4A, 4B)

I4   Use the *Bookmark* or *Favorites* feature to identify and save sites to an individual computer.

I5   Determine whether web sites provide useful, appropriate, and valid information using methods including looking at the URL, identifying the author, looking for bibliographic information, checking associated links, ability to email author, listing the date the page was last updated, and identifying the site's targeted audience. (6A, 6B, 6C, 9B)

I6   Use the web to tour virtual environments, remote locations, and/or explore online interactive lessons. (7H)

I7   Communicate with other learners or experts in the field through tools such as: teacher email (teacher directed only), video conferencing (NetMeeting), and/or interactive websites. (8A, 11C)

I8   Use acquired information in the creation of products.

I9   Recognize and identify sources of URL suffixes including, but not limited to, .org, .com, .edu, .gov, and .net. (6C)

I10   Use the Internet as an online help source as needed to solve specific problems. (5C)

Collaboration

C1   Use technology to communicate and collaborate with other students on group projects. (7J, 8B, 8C, 8E)

C2   Use any applications available in the North East ISD software load to create products that communicate ideas when working on group projects. (7J, 8E)

Communication

Publish

PB1   Display work on the computer screen, projector, television, or printer. (11A)

PB2   Proofread products and make improvements. (12D)

PB3   Use tools such as checklists, timelines, and rubrics to evaluate products and determine relevancy to task and specific lesson objectives. (9A, 12A, 12B, 12D)

PB4   Choose appropriate fonts, colors, and graphics in order to ensure that products are readable when displayed on screen and/or printed. (10D)

Portfolio

A1   Students and teachers will select items that have been saved to the students' personal network directories to store in an electronic portfolio. (12C)

9th – 12th Grade Technology Applications Terminology

midi	Musical Instrument Digital Interface Pronounced "middy," this connectivity standard enables you to hook together computers, musical instruments, and synthesizers to make and orchestrate digital sound. The term is used to describe the standard itself, the hardware that supports the standard, and files that store information that the hardware can use. MIDI files are like digital sheet music--they contain instructions for musical notes, tempo, and instrumentation--and are widely used in game soundtracks and recording studios.
wav	Pronounced "wave," this is the file extension for the Windows standard for wave form sound files.
wmf	Windows MetaFile A graphic file format used by many Microsoft clipart images. wmf images are not recognized by all browsers.
em dash	An em dash is the width of a capital M and is created by placing a space before a dash that separates two items. EX: The capitol of Texas – Austin
en dash	An en dash is the width of an (n) and is created by placing a dash only between two text items. EX: January-May
hacking	<jargon> (Originally, someone who makes furniture with an axe) Exploring the details of programmable systems and how to stretch their capabilities, as opposed to most users, who prefer to learn only the minimum necessary. (Term has been associated with malicious mischief.)
piracy	The unauthorized copying of software. Most retail programs are licensed for use at just one computer site or for use by only one user at any time. By buying the software, you become a licensed user rather than an owner. You are allowed to make copies of the program for backup purposes, but it is against the law to give copies to friends and colleagues.