First Grade Technology Skills

Note: Some lessons will take more than one week.   **Revised 8/2014**

Lesson #	Objectives : The student will	Strategies and Methods	Location(s)

Lesson B-1-1
 	
1 week
	• Describe technology connections in school (e.g., custodian uses a drill, teachers use phones, secretary uses PA system, students and teachers use computers).
	• Identify uses for computer.
	• Understand the rules for using technology based on school rules: respect self, respect others, respect property.
	• Name the hardware components of a computer.
	  ✓ Monitor/screen, power button
	  ✓ CPU, power button
	  ✓ Mouse
	  ✓ Keyboard
	  ✓ Speakers
	  ✓ Printer
	• Recognize key vocabulary.
	  ✓ Log-in, log-off
	  ✓ Username, password
	  ✓ Desktop
	  ✓ Icon
	  ✓ Cursor
	  ✓ Software
	  ✓ Click, right-click, double-click
		Students will
		• View PowerPoint presentation entitled First Grade Technology Review.
		• Participate in optional activities – Computer Rules, Computer Hardware Counting.
			• Classroom

Lesson B-1-2
 	
Ongoing
	• Demonstrate the proper way to turn on a computer.
	• Demonstrate the proper way to log in and log off.
	• Demonstrate how to manipulate a mouse.
	  ✓ Single left click
	  ✓ Double left click
	  ✓ Right click
	  ✓ Drag and drop
		Students will
		• Turn on computers.
		• Login using their Mayfield logins.
		• Practice mouse skills using a variety of websites.
			• Computer/Mobile Lab
			• Classroom Station(s)
			• Home

Mayfield City Schools

Lesson #	Objectives : The student will	Strategies and Methods	Location(s)

Lesson P-1-3
 	
2 weeks
	• Understand that software is a set of instructions that tells a computer what to do and how to do it.
	• Understand that software has to be opened and exited.
	• Recognize that school computers have software that helps the students learn and communicate.
	• Understand that Microsoft Word is software that allows a person to create a document by using the keyboard to type letters, numbers, and other characters.
	• Demonstrate opening and exiting Word.
	• Recognize that the cursor shows where the text will be typed.
	• Demonstrate the ability to type letters and numbers.
	• Demonstrate the ability to maneuver the cursor.
	   ✓ Moving by clicking
	   ✓ Arrow keys
	   ✓ Backspace
	   ✓ Delete
	• Demonstrate the ability to use special keys.
	   ✓ Shift
	   ✓ Spacebar
	   ✓ Enter
	   ✓ Caps Lock
	   ✓ Period
	   ✓ Question Mark
		Teacher will review
		• Definition of software.
		• Purpose of Word.
		• Keyboard's function.
		• Purpose of assorted keys.
		Students will
		• Launch Word.
		• Practice typing words, numbers, and sentences using Shift, Spacebar, Enter, Caps Lock, Period and Question Mark keys.
		• Maneuver cursor using Arrows, Backspace, and Delete keys.
		• Save to H: drives.
			• Computer/Mobile Lab
			• Classroom Station(s)
			• Home

Lesson P-1-4
 	
2 weeks
	• Understand that text can be formatted in a Word document.
	   ✓ Size
	   ✓ Font style
	   ✓ Color
	   ✓ Bold
	   ✓ Italic
	   ✓ Underline
	   ✓ Highlighting
	• Understand that the text can be formatted before typing or after typing by selecting or double-clicking.
	• Demonstrate how to change font type, color, size, and style both prior to and after typing.
		Students will
		• Launch Word.
		• Practice formatting text.
		• Save to H: drives.
			• Computer/Mobile Lab
			• Classroom Station(s)

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Lesson #	Objectives : The student will	Strategies and Methods	Location(s)
Lesson A-1-5 2 weeks	• Understand that selected text can easily be moved or appear in multiple locations in a document. • Demonstrate how to cut, copy, and paste. • Understand that the Word software can assist with spelling, grammar, and punctuation. • Demonstrate how to edit a document. • Understand that the page layout of a document can be changed. • Demonstrate how to change the orientation and margins.	Students will • Launch Word. • Complete cut, copy, and paste activities. • Edit a document by maneuvering the cursor to the underlined words and phrases. • Change a document's orientation and margins. • Save to H: drives.	• Computer/Mobile Lab • Classroom Station(s)

Lesson A-1-6
 	
2 weeks
	• Recognize that pictures, clipart, and other items can be added to a Word document.
	• Understand that Insert means to add.
	• Understand that Search means to look.
	• Demonstrate inserting clipart and digital images.
	   ✓ Searching and inserting
	   ✓ Resizing
	   ✓ Moving
	• Demonstrate inserting a table
		Students will
		• Insert clipart into previously saved documents.
		• Add data to an existing table and answer questions about the data.
		• Insert a table, add data, and answer questions about the data.
		• Save to H: drives.
			• Computer/Mobile Lab
			• Classroom Station(s)

Lesson P-1-7 2 weeks	• Understand that the World Wide Web allows people across the world to communicate via their computers. • Recognize that every website has a purpose. • Describe common uses of the WWW. • Recognize that there are many browsers that can be used to search the WWW and Mayfield computers have Internet Explorer. • Demonstrate how to open and close Internet Explorer. • Demonstrate how to type the URL or web address into the address bar. • Demonstrate use of browser tools: forward, back, home.	Teacher will • Show movie about WWW. • Define browser, homepage, address bar, web address and browser tools. Students will • Describe uses for websites seen in movie and commonly used ones. • Open and close Internet Explorer. • Change web address multiple times. • Explore a variety of websites. including the Mayfield Schools site, using links and icons to maneuver through sites. • Use back, forward, and home buttons in Internet Explorer.	• Computer/Mobile Lab • Classroom Station(s)

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Lesson #	Objectives : The student will	Strategies and Methods	Location(s)
Lesson P-1-8 1 to 2 weeks	• Recognize that there are good and bad websites. • Recognize that there are ways to determine whether a website is good or bad. • Understand that at school teachers will direct students to good sites. • Understand that students must be good digital citizens.	Teacher will • Review uses for websites. • Discuss inappropriate websites with students. • Show video and discuss online rules with students.	• Classroom
Lessons P-1-9 A-1-9 5 to 7 weeks	• Describe the research process. • Understand that information on a research topic can be found on the World Wide Web as well as in print material. • Understand that the information is recorded prior to typing a research report. • Understand that recorded information is used to type the research report in Word. • Recognize that the research report is a document. • Demonstrate saving to and retrieving from the H: drive.	Teacher will • Describe research process using PowerPoint presentation. • Explore pre-selected websites with students. • Direct and assist students in the research process. Students will • Gather information from the WWW in a graphic organizer. • Type and edit reports in Word • Insert images into reports. • Save reports to H: drives.	• Computer/Mobile Lab • Classroom Station(s) • Home