

First Grade Skills Checklist by Lesson

Lesson One and Two

The students will be able to...

- Understand the rules for using desktop computers or laptops at school.
- Turn on desktop computers or laptops.
- Log in using their Mayfield usernames and passwords.
- Practice their mouse skills using a variety of websites.
- Log off.

Lesson Three

The students will be able to...

- Open and close Microsoft Word.
- Type words, numbers, and sentences using the Shift, Spacebar, Enter, Caps Lock, Period, and Question Mark keys.
- Maneuver the cursor using the Arrow, Backspace, and Delete keys.
- Save to their H: drives.

Lesson Four

The students will be able to...

- Open and close Microsoft Word.
- Format text in a Word document by changing the font type, color, and size and using underline, bold, italic and highlighting.
- Save to their H: drives.

Lesson Five

The students will be able to...

- Open and close Microsoft Word.
- Use the cut, copy, and paste buttons.
- Edit a document by maneuvering the cursor to the underlined words and phrases.
- Change a document's orientation and margins.
- Save to their H: Drives.

Lesson Six

The students will be able to...

- Open previously saved documents from their H: Drives.
- Insert clipart into the document.
- Insert a table into a document and add data.
- Save to their H: Drives.

Lesson Seven and Eight

The students will be able to...

- Describe the uses for websites.
- Open and close Internet Explorer.
- Change the web address more than one time.
- Navigate a website using links and icons.
- Use the back, forward, and home buttons in Internet Explorer.
- Discuss rules for using the World Wide Web.

Lesson Nine

The students will be able to...

- Gather information from the World Wide Web and place it in a graphic organizer.
- Type, edit, and format reports in Microsoft Word.
- Insert images into reports.
- Save to their H: Drives.