First Grade Skills Checklist by Topic

General

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 mouse skills using a variety of websites.
- ☐ Log off.

Microsoft Word

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.
- ☐ Format text in a Word document by changing the font type, color, and size and using underline, bold, italic, and highlighting.
- ☐ 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.
- ☐ Insert clipart into a document.
- ☐ Insert a table into a document and add data.
- ☐ Save a document to their H: Drives.
- ☐ Retrieve a document from their H: Drives.

World Wide Web and Research

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.
- ☐ 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 reports to their H: Drives.
- ☐ Retrieve reports from their H: Drives.