

Kindergarten Technology Skills

Note: Some lessons will take more than one week.

Revised 8/2014

Lesson #	Objectives : The student will	Strategies and Method	Location(s)
Optional Lesson B-K-1 1 week	<ul style="list-style-type: none"> • Define technology. <ul style="list-style-type: none"> ✓ Differentiate between man-made and natural objects. ✓ Understand that technology is used to perform tasks. ✓ Understand that technology is used by everyone. • Identify technology found at school and at home. 	Students will <ul style="list-style-type: none"> • Participate in general discussion. • View presentation: Man-made vs. Natural. • Participate in scavenger hunt. • Complete Technology Items checklist. 	<ul style="list-style-type: none"> • Classroom
Lesson B-K-2 2 weeks	<ul style="list-style-type: none"> • Identify uses for computer. • Locate and identify the hardware components of a computer. <ul style="list-style-type: none"> ✓ Monitor/screen, power button ✓ CPU, power button ✓ Mouse ✓ Keyboard ✓ Speakers • Understand the rules for using technology based on school rules: respect self, respect others, respect property. • Understand that a mouse tells a computer what to do, moves the cursor, and can be used to select things on the screen. • Recognize the proper way to hold a mouse. • Understand that the keyboard is used for inputting information. • Recognize that the keyboard has numbers, letters, and other characters. • Understand that everyone has a unique computer login and uses the keyboard to input it. • Recognize the proper way to log in. 	Students will <ul style="list-style-type: none"> • Discuss uses for the computer. • Learn about hardware. • Learn rules for using technology. • Tap out single and double-clicking while listening to audio file. • Discuss types of keyboards. • View presentations: Types of Keyboards, Login Steps. • Complete keyboard coloring activity. 	<ul style="list-style-type: none"> • Classroom

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Lesson P-K-3 Ongoing	<ul style="list-style-type: none"> • Understand and demonstrate the proper way to turn on a computer. • Understand and demonstrate the proper way to log on. • Understand and demonstrate the proper way to log off. 	Students will <ul style="list-style-type: none"> • Locate power button, turn on computer. • Login with unique ID. • Log off. 	<ul style="list-style-type: none"> • Computer/Mobile Lab • Classroom Station(s)
Lesson P-K-4 2 weeks	Demonstrate how to manipulate a mouse. <ul style="list-style-type: none"> ✓ Single left click ✓ Double left click ✓ Right click ✓ Drag and drop 	Students will <ul style="list-style-type: none"> • Practice mouse skills using specific websites. 	<ul style="list-style-type: none"> • Computer/Mobile Lab • Classroom Station(s) • Home
Lesson P-K-5 1-2 weeks	<ul style="list-style-type: none"> • 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. • Demonstrate opening and exiting Kid Pix. Demonstrate mouse skills using Kid Pix.	Teacher will <ul style="list-style-type: none"> • Review hardware. • Describe software, give examples, and explain how to open and exit software. • Demonstrate Kid Pix. Students will <ul style="list-style-type: none"> • Launch Kid Pix. • Complete drawing activities. 	<ul style="list-style-type: none"> • Computer/Mobile Lab • Classroom Station(s)
Lesson P-K-6 1-2 weeks	<ul style="list-style-type: none"> • Understand that some software creates a product (document, spreadsheet, or image) that can be saved, copied, printed, or emailed. • 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. • Recognize that letters typed on the keyboard are lower case unless the Shift key is pressed. • Recognize that the Enter key moves the cursor to the next line. • Recognize that the Spacebar moves the cursor ahead. • Demonstrate typing words with upper and lower case letters. 	Teacher will <ul style="list-style-type: none"> • Review software. • Explain purpose of Word. • Review keyboard's function. • Explain purpose of Spacebar, Enter and Shift keys. Students will <ul style="list-style-type: none"> • Launch Word. • Practice typing words with upper and lowercase letters including their names. • Practice using Shift, Spacebar, and Enter keys. 	<ul style="list-style-type: none"> • Computer/Mobile Lab • Classroom Station(s)

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Lessons P-K-7 A-K-7 1-2 weeks	<ul style="list-style-type: none"> • Recognize that there are many keys on the keyboard that have special functions. • Understand the purpose of some of these keys. <ul style="list-style-type: none"> ✓ Arrows ✓ Caps Lock ✓ Backspace, delete ✓ Period, question mark • Demonstrate the proper use of these keys. 	Teacher will <ul style="list-style-type: none"> • Review purpose of Word and keyboard's function. • Review Shift, Spacebar, and Enter keys. • Explain purpose of other special keys. Students will <ul style="list-style-type: none"> • Launch Word. • Practice typing words, numbers, sentences using Spacebar, Enter, Caps Lock, Backspace, Delete, Period, Question Mark, and Arrows. 	<ul style="list-style-type: none"> • Computer/Mobile Lab • Classroom Station(s)
Lesson A-K-8 1 week	<ul style="list-style-type: none"> • Understand that text can be formatted in a Word document prior to typing. <ul style="list-style-type: none"> ✓ Font type ✓ Color ✓ Size • Understand that the text can be formatted after typing by selecting/double-clicking. • Demonstrate how to change font, color, and size both prior to and after typing. 	Teacher will <ul style="list-style-type: none"> • Demonstrate text formatting. Students will <ul style="list-style-type: none"> • Launch Word. • Practice formatting text. 	<ul style="list-style-type: none"> • Computer/Mobile Lab • Classroom Station(s)
Lesson P-K-9 2-3 weeks	<ul style="list-style-type: none"> • Understand that information can be recorded prior to typing a document. • Understand that recorded information is used to type a document in Word. • Demonstrate creating and saving a document to the H: drive. • Demonstrate retrieving a document from the H: drive. 	Teacher will <ul style="list-style-type: none"> • Compare computer to filing cabinet. • Demonstrate saving to and retrieving from the H: drive. • Review Word skills including text formatting. Students will <ul style="list-style-type: none"> • Record information on a teacher-provided template. • Type, edit, and format documents. • Save to H: drives. 	<ul style="list-style-type: none"> • Computer/Mobile Lab • Classroom Station(s) • Home

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Lesson A-K-10 1 week	<ul style="list-style-type: none"> • Recognize that pictures, clipart, sound 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. <ul style="list-style-type: none"> ✓ Searching and inserting ✓ Resizing ✓ Moving 	<p>Teacher will</p> <ul style="list-style-type: none"> • Demonstrate retrieving from the H: drive. • Demonstrate inserting digital image/clipart. <p>Students will</p> <ul style="list-style-type: none"> • Open saved documents. • Insert digital image/clipart. • Save to H: drives. 	<ul style="list-style-type: none"> • Computer/Mobile Lab • Classroom Station(s)
Lessons P-K-11 A-K-11 3-5 weeks	<ul style="list-style-type: none"> • Describe the research process. • Understand that information can be found in many places (books, videos, and websites). • Understand that information on a research topic can be recorded prior to typing a research report. • Understand that recorded information is used to type a research report in Word. • Recognize that the research report is a document. • Demonstrate saving to and retrieving from the H: drive. 	<p>Teacher will</p> <ul style="list-style-type: none"> • Describe research process to students. • Share literature, videos and websites. • Direct and assist the students through research process. <p>Students will</p> <ul style="list-style-type: none"> • Gather information through reading, listening, and exploring. • Complete a teacher-provided template. • Type and edit reports. • Insert images. • Save to H: drives. 	<ul style="list-style-type: none"> • Computer/Mobile Lab • Classroom Station(s) • Home