

Kindergarten Skills Checklist by Lesson

Lesson One (Optional)

The students will be able to ...

- Participate in a discussion about man-made vs. natural.
- Participate in activities to show understanding of tools and technology.

Lesson Two

The students will be able to ...

- Describe uses for the computer.
- Recognize hardware components for desktop computers and laptops.
- Understand the rules for using technology.
- Practice single and double-clicking.
- Understand there are a variety of keyboards.
- Learn the login steps.

Lesson Three

The students will be able to ...

- Turn on the desktop computers or laptops.
- Log in using their Mayfield usernames and passwords.
- Log off.

Lesson Four

The students will be able to...

- Demonstrate their mouse skills using a variety of websites.

Lesson Five

The students will be able to...

- Understand that software helps them learn and communicate.
- Open and close software.
- Use drawing software to create a picture.

Lesson Six

The students will be able to...

- Open and close Microsoft Word.
- Type words with upper and lowercase letters
- Use the Shift key to capitalize letters.
- Use the Spacebar and Enter key to move the cursor.

Lesson Seven

The students will be able to...

- Open and close Word.
- Type words, numbers, and sentences with spaces between the words and a punctuation mark at the end.
- Maneuver the cursor using the Spacebar, Enter, Backspace, Delete, and Arrow keys.

Lesson Eight

The students will be able to...

- Open and close Word.
- Format text in a document by changing the font style, size and color.

Lesson Nine

The students will be able to...

- Record information on a teacher-created template
- Type and format a document.
- Save a document to their H: Drives.

Lesson Ten

The students will be able to...

- Open a saved document from their H: Drives.
- Insert a clipart image into a document.
- Save a document to their H: Drives.

Lesson 11

The students will be able to...

- Gather information through reading, listening and exploring.
- Complete a teacher-created template.
- Type and format a report in Word.
- Insert an image into a report.
- Save to and retrieve from their H: Drives.