

Second Grade Technology Skills

Note: Some lessons will take more than one week.

Lesson #	Objectives : The student will	Strategies and Methods	Location(s)
Lesson B-2-1 1 week Ongoing	<ul style="list-style-type: none"> • 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. • Use proper terminology. <ul style="list-style-type: none"> ✓ Log-in, log-off ✓ Username, password ✓ Desktop ✓ Icon ✓ Cursor ✓ Software ✓ Click, right-click, double-click, drag-and-drop • Follow the rules for using technology. 	Teacher will <ul style="list-style-type: none"> • Review rules. • Review terminology. Students will <ul style="list-style-type: none"> • Turn on computers. • Login using their Mayfield logins. • Practice mouse skills by creating a picture in Paint. • Save to H: drives. 	<ul style="list-style-type: none"> • Computer/Mobile Lab • Classroom Station(s)
Lesson B-2-2 1 or 2 weeks	<ul style="list-style-type: none"> • Demonstrate opening and exiting Word. • Recognize that the cursor shows where the text will be typed. • Demonstrate the ability to type complete sentences. • Demonstrate the ability to maneuver the cursor. <ul style="list-style-type: none"> ✓ Moving by clicking ✓ Arrow keys ✓ Backspace ✓ Delete • Demonstrate the ability to use special keys. <ul style="list-style-type: none"> ✓ Shift ✓ Spacebar ✓ Enter ✓ Caps Lock ✓ Period ✓ Question Mark 	Students will <ul style="list-style-type: none"> • Launch Word. • Participate in an activity that requires maneuvering cursor using arrows, backspace, and delete. • Type a document using Shift, Spacebar, Enter, Caps Lock, Period and Question Mark keys. • Save to H: drives. 	<ul style="list-style-type: none"> • Computer/Mobile Lab • Classroom Station(s)

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Lesson P-2-3 2 or 3 weeks	<ul style="list-style-type: none"> • Understand that text can be formatted in a Word document both before typing and after typing by selecting or double-clicking. <ul style="list-style-type: none"> ✓ Size ✓ Font style ✓ Color ✓ Bold ✓ Italic ✓ Underline ✓ Highlighting • Demonstrate how to change font type, color, size, and style both prior to and after typing. • Understand that the Word software can assist with spelling, grammar, and punctuation. • Demonstrate how to edit a document. • Demonstrate how to use the Undo. • Understand that the page layout of a document can be changed. • Demonstrate how to change the orientation and margins. • Recognize that pictures, clipart, and other items can be inserted in a Word document. • Demonstrate inserting clipart and digital images. <ul style="list-style-type: none"> ✓ Searching and inserting ✓ Resizing ✓ Moving • 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 a table is a way to organize information or data in a document. • Demonstrate inserting and adding data to a table. 	Students will <ul style="list-style-type: none"> • Launch Word. • Practice formatting text. • Save to and retrieve from H: drives. • Edit a document by maneuvering the cursor to the underlined words and phrases. • Change a document's orientation and margins. • Insert clipart into previously saved documents. • Complete cut, copy, and paste activities. • Insert a table, add data, and answer questions about the data. • Save to and retrieve from H: drives. 	<ul style="list-style-type: none"> • Computer/Mobile Lab • Classroom Station

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<p>Optional Lesson A-2-4 2 or 3 weeks</p>	<ul style="list-style-type: none"> • Describe the purpose of Excel. • Define spreadsheet, label, cell, row, column, cell address, and formula bar. • Open and close Excel. • Label columns in a spreadsheet. • Add data to a spreadsheet. • Insert a chart (graph) into a spreadsheet. • Save to and retrieve from H: drive. 	<p>Teacher will</p> <ul style="list-style-type: none"> • Describe Excel and compare to a Word table. • Show a sample spreadsheet and define terms. • Demonstrate manipulation of data and insertion of chart. <p>Students will</p> <ul style="list-style-type: none"> • Practice locating cells by creating a picture in Excel. • Create a spreadsheet using numerical data. • Manipulate data and insert a chart in the spreadsheet. • Answer questions about the spreadsheet data. 	<ul style="list-style-type: none"> • Computer/Mobile Lab • Classroom Station(s)
<p>Lesson P-2-5 2 weeks</p>	<ul style="list-style-type: none"> • Recognize that there are different types of files. • Recognize that there is a unique icon for each type of file. • Create folders in H: drive. • Organize documents in folders. • Save to and retrieve from folders. 	<p>Teacher will</p> <ul style="list-style-type: none"> • Show PowerPoint about software and document icons. • Describe H: drive, folders, and documents by comparing to file drawer. • Demonstrate how to make folders and move documents into them. <p>Students will</p> <ul style="list-style-type: none"> • Create folders in H: drives. • Move documents into folders. • Create test document and save it into the appropriate folder, then locate document. 	<ul style="list-style-type: none"> • Computer/Mobile Lab • Classroom Station(s)

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Lesson P-2-6 1 to 2 weeks	<ul style="list-style-type: none"> • Understand that the World Wide Web allows people across the world to communicate via their computers. • Recognize that every website has a purpose. • Recognize that a browser is 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 into the address bar. • Demonstrate the use of browser tools: forward, back, and home. • Recognize that there are good and bad websites. • Recognize that there are ways to evaluate a website. • Understand that at school teachers will direct students to good sites. • Understand that students must be good digital citizens. 	Teacher will <ul style="list-style-type: none"> • Review the WWW and the purposes of websites. • Define browser, homepage, address bar, web address and browser tools. Students will <ul style="list-style-type: none"> • Open and close Internet Explorer. • Change the web address. • Use back, forward, and home buttons in Internet Explorer. • View an online resource about website evaluation. • Discuss ways to determine if a website is trustworthy. 	<ul style="list-style-type: none"> • Computer/Mobile Lab • Classroom Station(s)
Lesson A-2-7 1 week	<ul style="list-style-type: none"> • Recognize that a search engine can be used to locate websites that have information about a specific topic. • Demonstrate typing a search engine's URL into the browser's address bar. • Demonstrate how to perform a search in a search engine. 	Teacher will <ul style="list-style-type: none"> • Define search engine. Students will <ul style="list-style-type: none"> • Search using a child-safe search engine. • Examine the results list. • With teacher assistance, evaluate at least one website. 	<ul style="list-style-type: none"> • Computer/Mobile Lab • Classroom Station(s)

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Lessons P-2-8 A-2-8 4 to 6 weeks	<ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> • Review the research process. • Explore websites with students. • Direct and assist students in the research process. Students will <ul style="list-style-type: none"> • Gather information from the WWW and record in graphic organizers. • Type and edit reports in Word • Insert images into reports. • Add text features to reports. • Save reports to H: drives. 	<ul style="list-style-type: none"> • Computer/Mobile Lab • Classroom Station(s) • Home
B-2-9 1 week P-2-9 A-2-9 Several weeks 20 minute sessions	<ul style="list-style-type: none"> • Recognize that there is a proper way to keyboard. • Understand that keyboarding skills can be learned using software and that the software's lesson sequence must be followed. • Demonstrate how to sit correctly. • Demonstrate how to position fingers on the home row. • Demonstrate how to log into and log out of the software. • Follow the software's instructions. • Understand that the software can be used to meet a goal called words per minute. • Set a personal WPM goal. • Use proper keyboarding techniques to reach the WPM goal while striving for accuracy. 	First week of keyboarding: Teacher will <ul style="list-style-type: none"> • Define keyboarding. • Describe posture and technique. • Demonstrate logging in, logging out, and maneuvering through software. Students will <ul style="list-style-type: none"> • Practice sitting properly and positioning fingers on home row. • Log in and out of software. • Explore software and become familiar with the menu and the icons. Following weeks: Students will <ul style="list-style-type: none"> • Complete lessons in sequential order. • Monitor their WPM's and accuracy percentages. • Complete supplementary activities as assigned by the teacher. 	<ul style="list-style-type: none"> • Computer/Mobile Lab • Classroom Station(s) • Home