Second Grade Technology Skills

Level 1 Skills Lessons	Level 2 Skills Lessons		Level 3 Skills Lessons	Level 4 Skills Lesson	Level 5 Skills Lessons
Review	Office	File Management	WWW	Online Research & Report Writing	Keyboarding
I can ….	I can ….	I can ….	I can ….	I can ….	I can ….
turn on and shutdown a computer. (B-2-1)	format text in Word. (P-2-3)	recognize a variety of file types. (P-2-5)	open and close a web browser. (P-2-6)	choose a research topic. (P-2-8)	sit correctly. (B-2-9)
log on using my own username and password and log off. (B-2-1)	move and edit text in Word. (P-2-3)	create folders in my H: drive. (P-2-5)	change the web address. (P-2-6)	use websites to find the required information. (P-2-8) CC	locate the home row and correctly position my fingers. (B-2-9)
use proper terminology. (B-2-1)	change the page layout in Word. (P-2-3)	save files to and retrieve from my folders. (P-2-5)	use the browser home, back, and forward buttons. (P-2-6)	organize the information I gather. (P-2-8) CC	keep my eyes on the model (paper or screen). (B-2-9)
follow the rules for using technology. (B-2-1)	search for, insert, move, and resize objects in Word. (P-2-3)		use the home button, links, and other icons on websites. (P-2-6)	prepare a rough draft in Word. (P-2-8) CC	use keyboarding software to learn typing skills. (P-2-9)
manipulate a mouse. (B-2-1)	describe the purpose of Excel. (A-2-4) **Optional**		follow directions, using only the webpages my teacher selects. (P-2-6)	edit and format my rough draft. (P-2-8) CC	follow the keyboarding software's lesson sequence. (P-2-9)
open and close Word. (B-2-2)	create a basic spreadsheet in Excel. (A-2-4) **Optional**		recognize that I shouldn't use some websites and ask an adult if I'm unsure. (P-2-6)	locate and insert images in my report. (P-2-8)	set a personal Words Per Minute goal. (A-2-9)
manuever the cursor in a variety of ways. (B-2-2)			with my teacher's guidance, use a search engine. (A-2-7)	save to and retrieve from a folder on my H: drive. (P-2-8)	monitor my WPM goal while striving for accuracy. (A-2-9)
type complete sentences. (B-2-2)				add text features, like section headings, to my report. (A-2-8)	
save a Word document to and retrieve from my H: drive. (B-2-2)					

CC=Common Core

Basic	Proficient	Advanced
Example: B-2-1	Example: P-2-3	Example: A-2-7
B = Basic	P = Proficient	A = Advanced
2 = Second Grade	2 = Second Grade	2 = Second Grade
1 = Lesson Number	3 = Lesson Number	7 = Lesson Number