

## Second Grade Skills Checklist by Topic

### General

#### The students will be able to ...

- Discuss 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 by using drawing software and/or a variety of websites.
- Log off.

### Microsoft Word

#### The students will be able to ...

- Open and close Microsoft Word.
- Maneuver the cursor using the Arrow, Backspace, and Delete keys on the keyboard.
- Type a document using the Shift, Spacebar, Enter, Caps Lock, Period, and Question Mark keys.
- Format text in a Word document by changing the font type, color, size, and style before and after typing.
- Use the undo button to move back a step.
- Edit a document by maneuvering the cursor to the underlined words and phrases.
- Change a document's orientation and margins.
- Insert a clipart picture.
- Use the cut, copy, and paste buttons.
- Insert a table and add data.
- Name and save a document to their H: Drives.
- Retrieve a document from their H: Drives.

## **File Management**

### **The students will be able to...**

- Create folders in their H: Drives.
- Move documents to the appropriate folders.
- Create a test document, save it to the appropriate folder, and locate the document.

## **World Wide Web and Research**

### **The students will be able to...**

- Open and close Internet Explorer.
- Change the web address.
- Use the back, forward, and home buttons in Internet Explorer.
- View an online resource about website evaluation.
- Discuss ways to determine if a website is trustworthy.
- Search the World Wide Web using a child-safe search engine and examine a results list.
- With teacher assistance, evaluate at least one website.
- Gather information using the World Wide Web.
- Type, edit, and format a research report.
- Insert images and add text features to their reports.
- Name and save the report to their H: Drives.

## **Microsoft Excel (optional)**

### **The students will be able to ...**

- Open and close Microsoft Excel.
- 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.
- Name and save the spreadsheet to their H: Drives.

## **Keyboarding**

### **The students will be able to...**

- Practice sitting properly and positioning their fingers on the home row.
- Log in and out of the keyboarding software website.
- Explore software and become familiar with the menu and the icons.
- Complete lessons in sequential order.
- Monitor their Words per Minute (WPM) and accuracy percentages.
- Complete supplementary activities as assigned by the teacher.