

**West Jefferson Hills School District**  
**Technology Strands**  
**Third Grade**

**I. Hardware and Operating Systems**

- Identify the various input and output devices
- Alter the appearance and placement of windows
- Use the mouse to select items, manipulate objects and move cursor
- Use the arrow keys to relocate the cursor quickly
- Use correct computer terminology when referring to an item or an application

**II. Keyboarding**

- Use correct touch typing techniques for the alphabet
- Use correct touch typing techniques for the tab, return, delete, and space bar keys
- Use correct touch typing techniques to type 15 words per minute on a repetitive line
- Use correct touch typing techniques to type 10 words per minute on a non-repetitive line

**III. Word Processing**

- Alter the appearance of text without assistance (font style, color, size)
- Use spell check for all documents
- Print in landscape or portrait without assistance
- Use the zoom box to view the entire page of a document
- Create, open, save, and close a file without assistance
- Create appropriate documents with text and graphics

Insert characters, words, and sentences into text without assistance

**IV. Drawing and Painting**

- Add text to a picture without assistance
- Change colors and paint brush, spray paint tool sizes without assistance
- Draw geometric shapes and straight/curved lines without assistance
- Create a border using the arrange menu to move a layer from front to back
- Use the lasso to move part of a picture to a new location
- Change line thickness, colors, and patterns
- Create a paint frame in a word processing document

**VI. Internet**

- Use web browser features
- Type a web address and visit the website without assistance
- Click on a hyperlink to view additional web pages
- Explore using a search engine for research
- Visit appropriate websites for third grade students