

West Jefferson Hills School District
Technology Strands
Grade 4

I. Hardware and Operating Systems

- Demonstrate use of computer hardware
- Use a variety of input and output devices
- Identify storage devices (hard drive, floppy disk, zip disk, CD-Rom, servers)
- Locate, open, save, and close files from various sources.

II. Keyboarding

- Review and practice correct touch typing techniques
- Type with fingers in the home row position.
- Increase speed and proficiency in keyboarding

III. Word Processing

- Type papers for class assignments
- Format fonts, text size, alignment and color
- Change page margins
- Insert and format tables in a document
- Add a border to a document or a text selection
- Insert and manipulate graphics from the clip art gallery and the Internet
- Use drawing tools to add to a document
- Use spelling and grammar checker

IV. Presentation Skills

- Create a presentation with multiple slides
- Format backgrounds on slides
- Insert and format text boxes
- Use Word Art, sound and video clips on slides.
- Can insert a music CD and drive it from within a multimedia project
- Insert and manipulate graphics from the Clip Art Gallery and the Internet
- Animate objects on slides and use slide transitions
- Set up a show to run automatically with timing on slides

V. Spread Sheets

- Find a cell by column and row
- Insert data into cells and modify cells
- Create simple charts and graphs from data
- Move through cells using the mouse, track pad, and keyboard
- Save and retrieve spreadsheet files

VI. Internet/Communications

- Use web browser feature
- Type a web address and visit the website without assistance
- Save or bookmark favorite website
- Find information and research on the Internet using a search engine
- Visit appropriate websites for fourth grade students
- Click on hyperlinks to view additional web pages