

West Jefferson Hills School District
Technology Strands
Grade 5

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.
- Understand the operations and functions of technology systems and are proficient in the use of technology.

II. Keyboarding

- Review and practice correct touch typing techniques
- Type with fingers in the home row position.
- Increase speed and proficiency in keyboarding
- Demonstrate increasingly sophisticated operations of technology components

III. Word Processing

- Type papers for class assignments
- Format fonts, text size, alignment and color
- Change page margins and tabs
- 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 technology tools to enhance learning, to increase productivity and creativity and to construct technology enhanced models, prepare publications and produce other creative works.
- Use the appropriate technology device to complete a task
- Can import, position, and manipulate relevant graphics into a word processing document.

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
- Create series of screens which show an object changing
- Use templates for create of a slide show
- Publish and present information using technology tools

V. Spread Sheets

- Recognize the parts of a spreadsheet
- Modify column width and row height
- Insert data into cells and modify cells
- Create charts and graphs from data
- Use formulas to calculate sum, average, and median
- Set the print area for a spreadsheet
- Recognize new menus within the spreadsheet environment
- Save and retrieve spreadsheet files

VI. Internet/Communications

- Develop research strategy to find accurate, relevant, appropriate electronic information sources.
- Use web browser feature without assistance
- 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
- Attach a document to a mail message
- Visit appropriate websites for fifth grade students
- Utilize technology based research tools to locate and collect information pertinent to the task, as well as evaluate and analyze information from a variety of sources.

VII. Communication

- Build on productivity tools, students will collaborate, publish, and interact with peers, experts, and other audiences using telecommunications and media.
- Communicate about technology using developmentally appropriate and accurate terminology.
- Use formatting capabilities of technology tools for communicating and illustrating.
- Publish and present information using technology tools
- Use telecommunications efficiently and effectively to access remote information and communicate with others in support of facilitated and independent learning.
- Collaboratively use telecommunication and other online resources.