

Pre-Kindergarten has state guidelines to follow and not mandates. Through the guidelines listed below, children shall learn the basic functions of the computer and related technologies. They will develop appropriate techniques for handling and controlling various input devices while becoming confident and independent users of age-appropriate software programs.

The child:

- starts, uses, and exits software programs
- uses a variety of input devices, such as mouse, keyboard, recorder, or touch screen
- begins to use technical terminology such as “mouse,” “keyboard,” “printer,” “CD-ROM,” etc.
- follows basic oral or pictorial clues for operating programs successfully
- enjoys listening to and interacting with storybooks and information texts in electronic forms (e.g. – multimedia encyclopedia)
- uses a variety of software packages with audio, video, and graphics to enhance learning experiences (e.g. – improving vocabulary, increasing phonological awareness, etc.)

Materials and Resources:

- Teacher-created/acquired lessons
- MicroSoft Office
- Instructional Technology Department resources

Technology Applications TEKS

Kindergarten Student Proficiencies

Foundations

- Demonstrate appropriate use and care of hardware, software, and peripherals
 - Properly turn equipment on and off
 - Start and exit programs
 - Operate keys in instructional applications
 - Use a variety of input devices
 - Access networked printers
- Follow district acceptable use policies
 - Respect the electronic work of others
 - Understand the basic underlying concepts of copyright
- Use task-related technology terminology
- Use networking terminology
- Use proper keyboarding techniques
- Be aware of and exposed to touch keyboarding concepts
- Recognize and practice letter and number keys as grade-level appropriate
- Produce documents at the keyboard while proofreading and correcting errors
- Integrate language skills

Information Acquisition

- Acquires electronic information in a variety of formats with supervision
 - Acquire information including text, audio, video, and graphics
 - Be aware of and exposed to on-line help

Solving Problems

- Use software to enhance learning experiences
- Use software to express ideas and solve problems
- Participate in group projects using a variety of technology tools
- Use electronic tools to build a knowledge base
- Use software features to evaluate work progress and final product
 - Print previews, etc.

Communication Skills

- Format digital information
 - Use font attributes, color, white space, and graphics
- Publish information in a variety of media
 - Printed copy
 - Monitor display
 - Projected

Materials and Resources:

- EasyTech by learning.com
- Teacher-created/acquired lessons
- Internet
- MicroSoft Office, Paint, Inspiration, Waterford
- Instructional Technology Department resources

Technology Applications TEKS

First Student Proficiencies

Foundations

- Demonstrate appropriate use and care of hardware, software, and peripherals
 - Properly turn equipment on and off
 - Start and exit programs
 - Operate keys in instructional applications
 - Use a variety of input devices
 - Access network and printers
- Follow district acceptable use policies
 - Respect the electronic work of others
 - Understand the basic underlying concepts of copyright
- Use task-related technology terminology
- Use networking terminology
- Use proper keyboarding techniques
- Be aware of and exposed to touch keyboarding concepts.
- Recognize and practice letter and number keys as grade-level appropriate
- Produce documents at the keyboard while proofreading and correcting errors
- Integrate language skills

Information Acquisition

- Acquires electronic information in a variety of formats with supervision
 - Acquire information including text, audio, video, and graphics
 - Be aware of and exposed to on-line help

Solving Problems

- Use software to enhance learning experiences
- Use software to express ideas and solve problems
- Participate in group projects using a variety of technology tools
- Use electronic tools to build a knowledge base
- Use software features to evaluate work progress and final product
 - Print previews, etc.

Communication Skills

- Format digital information
 - Use font attributes, color, white space, and graphics
- Publish information in a variety of media
 - Printed copy
 - Monitor display
 - Projected

Materials and Resources:

- EasyTech by learning.com
- Teacher-created/acquired lessons
- Internet
- MicroSoft Office, Paint, Inspiration, Waterford
- Instructional Technology Department resources

Technology Applications TEKS

Second

Student Proficiencies

Foundations

- Demonstrate appropriate use and care of hardware, software, and peripherals
 - Properly turn equipment on and off
 - Start and exit programs
 - Operate keys in instructional applications
 - Use a variety of input devices
 - Access network and printers
- Follow district acceptable use policies
 - Respect the electronic work of others
 - Understand copyright infringement and model respect of intellectual property
- Use task-related technology terminology
- Use networking terminology
- Use proper keyboarding techniques such as positioning and smooth/rhythmic keystroking
- Demonstrate touch keyboarding techniques
- Recognize and practice letter and number keys as grade-level appropriate
- Produce documents at the keyboard while proofreading and correcting errors
- Integrate language skills including capitalization, punctuation, spelling, word division, and use of numbers and symbols as grade-level appropriate

Information Acquisition

- Acquires electronic information in a variety of formats with supervision
 - Apply keyword searches to acquire information
 - Select appropriate strategies to navigate and access information for research and resource sharing

Materials and Resources:

- EasyTech by learning.com
- Teacher-created/acquired lessons
- Internet

- Acquire information including text, audio, video, and graphics
- Use on-line help
- Determine the success of strategies used to acquire electronic information
- Determine usefulness and appropriateness of digital information

Solving Problems

- Use software to enhance learning experiences
- Use software to express ideas and solve problems
- Participate in group projects using a variety of technology tools
- Use electronic tools and research skills to build a knowledge base
- Use software features to evaluate work progress and final product
 - On-line help
 - Print previews, etc.

Communication Skills

- Format digital information for appropriate audiences and effective communication
 - Use font attributes, color, white space, and graphics
 - Understand difference between printed media and multimedia formats
- Publish information in a variety of media, such as
 - Printed copy
 - Monitor display
 - Projected
 - Stored files
 - Video
 - Web
- Evaluate the product for relevance to the assignment or task

- MicroSoft Office, Paint, Inspiration, Waterford
- Instructional Technology Department resources

Technology Applications TEKs

Third Student Proficiencies

Foundations

- Demonstrate appropriate use and care of hardware, software, and peripherals
 - Properly turn equipment on and off
 - Start and exit programs
 - Save and delete files
 - Use menu options and commands
 - Use a variety of input devices
 - Access network and peripherals
 - Restart computer when frozen using soft reboot
- Follow district acceptable use policies
 - Respect the electronic work of others
 - Understand copyright infringement and model respect of intellectual property
- Use task-related and networking technology terminology
- Use proper keyboarding techniques such as positioning and smooth/rhythmic keystroking
- Demonstrate touch keyboarding techniques for operating the alphabetic, numeric, punctuation, and symbol keys as grade-level appropriate
- Develop and demonstrate an appropriate keyboarding speed on short, timed exercises
- Produce documents at the keyboard while proofreading and correcting errors
- Integrate language skills including capitalization, punctuation, spelling, word division, and use of numbers and symbols as grade-level appropriate
- Work with more than one software application simultaneously

Information Acquisition

- Acquires electronic information in a variety of formats with supervision
 - Apply keyword and Boolean searches (AND, OR, NOT) to acquire information
 - Select appropriate strategies to navigate and access information on local area networks and wide area networks for research and resource sharing
 - Acquire information including text, audio, video, and graphics
 - Use on-line help and documentation

Materials and Resources:

- EasyTech by learning.com
- Teacher-created/acquired lessons
- Internet

- Determine usefulness and appropriateness of digital information
- Determine the success of strategies used to acquire electronic information
- Apply critical analysis to resolve information conflicts and validate information

Solving Problems

- Use software to enhance learning experiences
- Use software to express ideas and solve problems
- Use a variety of data types including text, graphics, digital, audio, and video
- Import graphics, use paint and draw tools
- Participate in group projects using a variety of technology tools
- Use electronic tools and research skills to build a knowledge base
- Use software features to evaluate work progress and final product
 - On-line help
 - Print previews, etc.
- Use interactive technology environments to manipulate information
- Participate with electronic communities as a learner, initiator, contributor, or mentor

Communication Skills

- Format digital information for appropriate audiences and effective communication
 - Use font attributes, color, white space, and graphics
 - Understand difference between printed media and multimedia formats
- Publish information in a variety of media, such as
 - Printed copy
 - Monitor display
 - Projected
 - Stored files
 - Video
 - Web
- Use presentation software to communicate with specific audiences
- Evaluate the product for relevance to the assignment or task
- Select representative products to be collected and stored as an electronic evaluation tool (e.g. e-folios)

- MicroSoft Office, Paint, Inspiration, Waterford
- Instructional Technology Department resources

Technology Applications TEKS

Fourth Student Proficiencies

Foundations

- Demonstrate appropriate use and care of hardware, software, and peripherals
 - Properly turn equipment on and off
 - Start and exit programs
 - Save and delete files
 - Use menu options and commands
 - Use a variety of input devices
 - Access network and peripherals
 - Restart computer when frozen using soft reboot
- Identify and describe information processing cycle: input, process, output
- Follow district acceptable use policies
 - Respect the electronic work of others
 - Understand copyright infringement and model respect of intellectual property
 - Demonstrate proper Internet etiquette
- Use task-related and networking technology terminology
- Use proper keyboarding techniques such as positioning and smooth/rhythmic keystroking
- Demonstrate touch keyboarding techniques for operating the alphabetic, numeric, punctuation, and symbol keys as grade-level appropriate
- Develop and demonstrate an appropriate keyboarding speed on short, timed exercises
- Produce documents at the keyboard while proofreading and correcting errors
- Integrate language skills including capitalization, punctuation, spelling, word division, and use of numbers and symbols as grade-level appropriate
- Work with more than one software application simultaneously

Information Acquisition

- Acquires electronic information in a variety of formats with supervision
 - Apply keyword and Boolean searches (AND, OR, NOT) to acquire information
 - Select appropriate strategies to navigate and access information on local area networks and wide area networks for research and resource sharing
 - Acquire information including text, audio, video, and graphics
 - Use on-line help and documentation

Materials and Resources:

- EasyTech by learning.com
- Teacher-created/acquired lessons
- Internet

- Determine usefulness and appropriateness of digital information
- Determine the success of strategies used to acquire electronic information
- Apply critical analysis to resolve information conflicts and validate information

Solving Problems

- Use software to enhance learning experiences
- Use software to express ideas and solve problems
- Use a variety of data types including text, graphics, digital, audio, and video
- Import graphics, use paint and draw tools
- Participate in group projects using a variety of technology tools
- Use electronic tools and research skills to build a knowledge base
- Use software features to evaluate work progress and final product
 - On-line help
 - Print previews, etc.
- Use interactive technology environments to manipulate information
- Participate with electronic communities as a learner, initiator, contributor, or mentor

Communication Skills

- Format digital information for appropriate audiences and effective communication
 - Use font attributes, color, white space, and graphics
 - Understand difference between printed media and multimedia formats
- Publish information in a variety of media, such as
 - Printed copy
 - Monitor display
 - Projected
 - Stored files
 - Video
 - Web
- Use presentation software to communicate with specific audiences
- Use appropriate software to develop charts and graphs by using various data sources
- Evaluate the product for relevance to the assignment or task
- Select representative products to be collected and stored as an electronic evaluation tool (e.g. e-folios)

- MicroSoft Office, Paint, Inspiration, Waterford
- Instructional Technology Department resources

Technology Applications TEKS

Fifth Student Proficiencies

Foundations

- Demonstrate appropriate use and care of hardware, software, and peripherals
 - Properly turn equipment on and off
 - Start and exit programs
 - Save and delete files
 - Use menu options and commands
 - Use a variety of input devices
 - Access network and peripherals
 - Restart computer when frozen using soft reboot
- Identify and describe information processing cycle: input, process, output
- Understand and adjust for compatibility issues
- Follow district acceptable use policies
 - Respect the electronic work of others
 - Understand copyright infringement and model respect of intellectual property
 - Demonstrate proper Internet etiquette
- Use task-related and networking technology terminology
- Use proper keyboarding techniques such as positioning and smooth/rhythmic keystroking
- Demonstrate touch keyboarding techniques for operating the alphabetic, numeric, punctuation, and symbol keys as grade-level appropriate
- Develop and demonstrate an appropriate keyboarding speed on short, timed exercises
- Produce documents at the keyboard while proofreading and correcting errors
- Integrate language skills including capitalization, punctuation, spelling, word division, and use of numbers and symbols as grade-level appropriate
- Work with more than one software application simultaneously

Information Acquisition

- Acquires electronic information in a variety of formats with supervision
 - Apply keyword and Boolean searches (AND, OR, NOT) to acquire information
 - Select appropriate strategies to navigate and access information on local area networks and wide area networks for research and resource sharing
 - Acquire information including text, audio, video, and graphics
 - Use on-line help and documentation

Materials and Resources:

- EasyTech by learning.com, Typing Time
- Teacher-created/acquired lessons

- Determine usefulness and appropriateness of digital information
- Determine the success of strategies used to acquire electronic information
- Apply critical analysis to resolve information conflicts and validate information

Solving Problems

- Use software to enhance learning experiences
- Use software to express ideas and solve problems
- Use a variety of data types including text, graphics, digital, audio, and video
- Import graphics, use paint and draw tools
- Participate in group projects using a variety of technology tools
- Use electronic tools and research skills to build a knowledge base
- Use software features to evaluate work progress and final product
 - On-line help
 - Print previews, etc.
- Use interactive technology environments to manipulate information
- Participate with electronic communities as a learner, initiator, contributor, or mentor

Communication Skills

- Format digital information for appropriate audiences and effective communication
 - Use font attributes, color, white space, graphics
 - Understand difference between printed media and multimedia formats
- Publish information in a variety of media, such as
 - Printed copy
 - Monitor display
 - Projected
 - Stored files
 - Video
 - Web
- Use presentation software to communicate with specific audiences
- Use appropriate software to develop charts and graphs by using various data sources
- Use appropriate software to interpret information from a database
- Evaluate the product for relevance to the assign/task
- Select representative products to be collected and stored as an electronic evaluation tool (e.g. e-folios)
- Create technology assessment tools to monitor progress of projects such as checklists, timelines, etc.

- MicroSoft Office, Paint, Inspiration, Internet
- Instructional Technology Department resources

Foundations

- Demonstrate appropriate use and care of hardware, software, and peripherals
 - Properly turn equipment on and off
 - Start and exit programs
 - Save and delete files
 - Use menu options and commands
 - Perform software application functions
 - Access network and peripherals
 - Restart computer when frozen using soft reboot
- Demonstrate knowledge and appropriate use of operating systems, software applications, and communication and networking components
- Use various input, process, output and storage devices
- Select and use software for a defined task
- Follow district acceptable use policies
 - Respect the electronic work of others
 - Understand copyright infringement and its consequences
 - Model respect of intellectual property
 - Demonstrate proper Internet etiquette
- Use task-related, networking, and Internet technology terminology
- Use proper keyboarding techniques such as positioning and smooth/rhythmic keystroking
- Demonstrate touch keyboarding techniques for operating the alphabetic, numeric, punctuation, and symbol keys as grade-level appropriate
- Develop and demonstrate an appropriate keyboarding speed on short, timed exercises
- Uses digital keyboarding standards for data input such as one space after punctuation, em/en dashes and smart quotes
- Produce documents at the keyboard while proofreading and correcting errors
- Integrate language skills including capitalization, punctuation, spelling, word division, and use of numbers and symbols as grade-level appropriate
- Work with more than one software application simultaneously
- Identify the impact and relevance of technology applications on society and careers through research, interviews, and personal observation

Information Acquisition

- Acquires electronic information in a variety of formats with supervision
 - Apply keyword searches to acquire information
 - Select appropriate strategies to navigate and access information on local area networks and wide area networks for research and resource sharing – include Internet, intranet, and collaborative software
 - Acquire information including text, audio, video, and graphics
 - Use on-line help and documentation
- Determine usefulness and appropriateness of digital information
- Determine the success of strategies used to acquire electronic information
- Identify, create and use files in various formats, such as text, bitmapped/vector graphics, image, video, and audio files

Solving Problems

- Use appropriate computer-based productivity tools to create and modify solutions to problems
 - Plan, create, and edit *word processing* documents using readable fonts, alignment, page setup, tabs, and ruler settings
 - Create and edit *spreadsheets* using all data types, formulas and functions, and chart information
 - Plan, create and edit *databases* by defining fields, entering data, and designing layouts appropriate for reporting
 - Demonstrate proficiency in use of *multimedia* authoring programs by creating linear or nonlinear projects incorporating text, audio, video, and graphics
 - Create a document using *desktop publishing* techniques including, but not limited to, the creation of multi-column or multi-section documents with a variety of text-wrapped frame formats
- Import graphics, use a variety of paint and draw tools
- Integrate two or more productivity tools into a document including, but not limited to, tables, charts and graphs, graphics from paint or draw programs, and mail merge

Technology Applications TEKs

Sixth Student Proficiencies

Solving Problems (continued)

- Participate in self-directed, as well as group projects using a variety of technology tools
- Use electronic tools and research skills to build a knowledge base
- Use software features to evaluate work progress and final product. Track trends, set timelines and review/evaluate progress throughout process.
 - On-line help
 - Print previews, etc.
- Use interactive technology environments to manipulate, collaborate, and share information
- Participate with electronic communities as a learner, initiator, contributor, or mentor

Communication Skills

- Format digital information for appropriate audiences and effective communication (e.g. slideshows, posters, multimedia presentations, newsletters, brochures, reports, etc.)
 - Use font attributes, color, white space, graphics
 - Understand difference between printed media and multimedia formats
- Publish information in a variety of media, such as
 - Printed copy
 - Monitor display
 - Projected
 - Stored files
 - Video
 - Web
- Use presentation software to create interdisciplinary multimedia presentations to communicate with specific audiences
- Use appropriate software to develop charts and graphs, with effective layouts, by using various data sources
- Use appropriate software and a variety of layouts to interpret information from a database
- Evaluate the product for relevance to the assignment and/or task
- Select representative products to be collected and stored as an electronic evaluation tool (e.g. e-folios)

Materials and Resources:

- EasyTech by learning.com
- Typing Time
- Instructional Technology Department resources
- MicroSoft Office, Paint
- Internet resources
- Teacher-created/acquired lessons

Technology Applications TEKs

Seventh Student Proficiencies

Foundations

- Demonstrate appropriate use and care of hardware, software, and peripherals
 - Properly turn equipment on and off
 - Start and exit programs
 - Save and delete files
 - Use menu options and commands
 - Perform software application functions
 - Access network and peripherals
 - Restart computer when frozen using soft reboot
- Demonstrate knowledge and appropriate use of operating systems, software applications, and communication and networking components
- Compare, contrast, and use various input, process, output and storage devices
- Compare and contrast: LANs, WANs, Internet, and Intranet
- Select and use software for a defined task
- Understand and adjust for compatibility issues
- Follow district acceptable use policies
 - Respect the electronic work of others
 - Understand copyright infringement and its consequences
 - Model respect of intellectual property
 - Demonstrate proper Internet etiquette
- Use task-related, networking, and Internet technology terminology
- Use proper keyboarding techniques such as positioning and smooth/rhythmic keystroking
- Demonstrate touch keyboarding techniques for operating the alphabetic, numeric, punctuation, and symbol keys as grade-level appropriate
- Develop and demonstrate an appropriate keyboarding speed on short, timed exercises
- Uses digital keyboarding standards for data input such as one space after punctuation, em/en dashes and smart quotes
- Produce documents at the keyboard while proofreading and correcting errors
- Integrate language skills including capitalization, punctuation, spelling, word division, and use of numbers and symbols as grade-level appropriate
- Work with more than one software application simultaneously
- Capture digital files with regard to file size image quality/resolution
- Identify the impact and relevance of technology applications on society and careers through research, interviews, and personal observation

Information Acquisition

- Acquires electronic information in a variety of formats with supervision
 - Apply keyword searches to acquire information
 - Select appropriate strategies to navigate and access information on local area networks and wide area networks for research and resource sharing – include Internet, intranet, and collaborative software
 - Acquire information including text, audio, video, and graphics
 - Use on-line help and documentation
- Determine usefulness and appropriateness of digital information
- Determine the success of strategies used to acquire electronic information
- Apply critical analysis to resolve information conflicts and validate information
- Identify, create and use files in various formats, such as text, bitmapped/vector graphics, image, video, and audio files
- Demonstrate the ability to access, operate, and manipulate information from storage and remote devices
- Demonstrate the ability to identify the source, location, media type, relevancy, and content validity of available information

Solving Problems

- Use appropriate computer-based productivity tools to create and modify solutions to problems
 - Plan, create, and edit **word processing** documents using readable fonts, alignment, page setup, tabs, and ruler settings
 - Create and edit **spreadsheets** using all data types, formulas and functions, and chart information
 - Plan, create and edit **databases** by defining fields, entering data, and designing layouts appropriate for reporting
 - Demonstrate proficiency in use of **multimedia** authoring programs by creating linear or nonlinear projects incorporating text, audio, video, and graphics
 - Create a document using **desktop publishing** techniques including, but not limited to, the creation of multi-column or multi-section documents with a variety of text-wrapped frame formats
- Import graphics, use a variety of paint and draw tools

Technology Applications TEKS

Seventh Student Proficiencies

Solving Problems (continued)

- Integrate two or more productivity tools into a document including, but not limited to, tables, charts and graphs, graphics from paint or draw programs, and mail merge
- Integrate acquired technology application skills, strategies, and use of word processor, database, spreadsheet, telecommunications, draw, paint, and utility programs
- Participate in self-directed, as well as group projects using a variety of technology tools
- Use electronic tools and research skills to build a knowledge base
- Use software features to evaluate work progress and final product. Track trends, set timelines and review/evaluate progress throughout process.
 - On-line help
 - Print previews, etc.
- Use interactive technology environments to manipulate, collaborate, and share information
- Participate with electronic communities as a learner, initiator, contributor, or mentor

Communication Skills

- Format digital information for appropriate audiences and effective communication (e.g. slideshows, posters, multimedia presentations, newsletters, brochures, reports, etc.)
 - Use font attributes, color, white space, graphics
 - Understand difference between printed media and multimedia formats
- Publish information in a variety of media, such as
 - Printed copy
 - Monitor display
 - Projected
 - Stored files
 - Video
 - Web
- Use presentation software to create interdisciplinary multimedia presentations to communicate with specific audiences
- Use appropriate software to develop charts and graphs, with effective layouts, by using various data sources
- Use appropriate software and a variety of layouts to interpret information from a database
- Evaluate the product for relevance to the assignment and/or task
- Create technology assessment tools to monitor progress and evaluate success of projects, such as checklists, timelines, etc.
- Select representative products to be collected and stored as an electronic evaluation tool (e.g. e-folios)

Materials and Resources:

- EasyTech by learning.com
- Ellsworth Online, Ellsworth Nuts 'n' Bolts Formatting Book 1
- Instructional Technology Department resources
- MicroSoft Office, Paint
- Internet resources
- Teacher-created/acquired lessons

Technology Applications TEKS

Eighth Student Proficiencies

Foundations

- Demonstrate appropriate use and care of hardware, software, and peripherals
 - Properly turn equipment on and off
 - Start and exit programs
 - Save and delete files
 - Use menu options and commands
 - Perform software application functions
 - Access network and peripherals
 - Restart computer when frozen using soft reboot
- Demonstrate knowledge and appropriate use of operating systems, software applications, and communication and networking components
- Compare, contrast, and use various input, process, output and storage devices
- Compare and contrast: LANs, WANs, Internet, and Intranet
- Select and use software for a defined task
- Explain the differences between analog and digital technology systems and give examples of each
- Understand and adjust for compatibility issues
- Follow district acceptable use policies
 - Respect the electronic work of others
 - Understand copyright infringement and its consequences
 - Model respect of intellectual property
 - Demonstrate proper Internet etiquette
- Use task-related, networking, and Internet technology terminology
- Use proper keyboarding techniques such as positioning and smooth/rhythmic keystroking
- Demonstrate touch keyboarding techniques for operating the alphabetic, numeric, punctuation, and symbol keys as grade-level appropriate
- Develop and demonstrate an appropriate keyboarding speed on short, timed exercises
- Uses digital keyboarding standards for data input such as one space after punctuation, em/en dashes and smart quotes
- Produce documents at the keyboard while proofreading and correcting errors
- Integrate language skills including capitalization, punctuation, spelling, word division, and use of numbers and symbols as grade-level appropriate
- Work with more than one software application simultaneously
- Capture digital files with regard to file size image quality/resolution
- Identify the impact and relevance of technology applications on society and careers through research, interviews, and personal observation

Information Acquisition

- Acquires electronic information in a variety of formats with supervision
 - Apply keyword and Boolean searches (AND, OR, NOT) to acquire information
 - Select appropriate strategies to navigate and access information on local area networks and wide area networks for research and resource sharing – include Internet, intranet, and collaborative software
 - Acquire information including text, audio, video, and graphics
 - Use on-line help and documentation
- Determine usefulness and appropriateness of digital information
- Determine the success of strategies used to acquire electronic information
- Apply critical analysis to resolve information conflicts and validate information
- Identify, create and use files in various formats, such as text, bitmapped/vector graphics, image, video, and audio files
- Demonstrate the ability to access, operate, and manipulate information from storage and remote devices
- Demonstrate the ability to identify the source, location, media type, relevancy, and content validity of available information

Solving Problems

- Use appropriate computer-based productivity tools to create and modify solutions to problems
 - Plan, create, and edit **word processing** documents using readable fonts, alignment, page setup, tabs, and ruler settings
 - Create and edit **spreadsheets** using all data types, formulas and functions, and chart information
 - Plan, create and edit **databases** by defining fields, entering data, and designing layouts appropriate for reporting
 - Demonstrate proficiency in use of **multimedia** authoring programs by creating linear or nonlinear projects incorporating text, audio, video, and graphics
 - Create a document using **desktop publishing** techniques including, but not limited to, the creation of multi-column or multi-section documents with a variety of text-wrapped frame formats
- Import graphics, use a variety of paint and draw tools

Technology Applications TEKs

Eighth Student Proficiencies

Solving Problems (continued)

- Integrate two or more productivity tools into a document including, but not limited to, tables, charts and graphs, graphics from paint or draw programs, and mail merge
- Integrate acquired technology application skills, strategies, and use of word processor, database, spreadsheet, telecommunications, draw, paint, and utility programs
- Use interactive virtual environments such as virtual reality or simulations
- Use technical writing strategies to create products such as technical instruction guides
- Participate in self-directed, as well as group projects using a variety of technology tools
- Use electronic tools and research skills to build a knowledge base
- Use software features to evaluate work progress and final product. Track trends, set timelines and review/evaluate progress throughout process.
 - On-line help
 - Print previews, etc.
- Use interactive technology environments to manipulate, collaborate, and share information
- Participate with electronic communities as a learner, initiator, contributor, or mentor

Communication Skills

- Format digital information for appropriate audiences and effective communication (e.g. slideshows, posters, multimedia presentations, newsletters, brochures, reports, etc.)
 - Use font attributes, color, white space, graphics
 - Understand difference between printed media and multimedia formats
- Publish information in a variety of media, such as
 - Printed copy
 - Monitor display
 - Projected
 - Stored files
 - Video
 - Web
- Use presentation software to create interdisciplinary multimedia presentations to communicate with specific audiences
- Use appropriate software to develop charts and graphs, with effective layouts, by using various data sources
- Use appropriate software and a variety of layouts to interpret information from a database
- Evaluate the product for relevance to the assign/task
- Create technology assessment tools to monitor progress and evaluate success of projects, such as checklists, timelines, etc.
- Select representative products to be collected and stored as an electronic evaluation tool (e.g. e-folios)

Materials and Resources:

- EasyTech by learning.com
- Teacher-created/acquired lessons
- Instructional Technology Department resources
- MicroSoft Office, Paint, Ellsworth Nuts 'n' Bolts Formatting Book 2
- Internet resources