10th Grade Technology Curriculum

Gr.	#	Basic Computer Technology Use Indicator	Level
10	1	Operates mouse, TV, VCR, and DVD	IU
10	2	Starts and shuts down computer, monitor, and printer	IU
10	3	Practices responsible use of technology	IU
10	4	Creates and follows rules for computer use in classroom, library, lab, and Internet	IU
10	5	Logs in, opens, saves, prints, deletes, and quits an application	IU
10	6	Logs into network	IU
10	7	Creates, organizes, saves, and finds folders for work in progress and final drafts in an organized system	IU
10	8	Keeps documents separate from applications	IU
10	9	Works with windows, icons, toolbars, and menus	IU
10	10	Communicates about technology using developmentally appropriate and accurate terminology	IU
10	11	Works as part of a cooperative group with technology	IU
10	12	Uses keyboards and other common input and output devices efficiently and effectively	IU
10	13	Applies strategies for identifying and solving routine hardware and software problems	D
10	14	Makes informed decisions in choosing the most appropriate technology programs, software, and resources	IU
10	15	Saves projects and artifacts in appropriate formats and adds correct extensions to file names (.pdf, .docx, .jpeg, .htm, .txt,)	IU
10	16	Customizes the desktop	IU
10	17	Can be technology mentor (not all students)	IU
10	18	Collaborates online and shares work in electronic portfolio over network & email	D
10		**Word Processing Indicator**	
10	1	Learns keyboard placement	IU
10	2	Inserts and edits text	IU

10	3	Uses Formatting Palette
		  Font
		  Styles
		  Alignment and Spacing
		  Bullets and Numbering
		  Table
		  Document Margins
			IU

10	4	Rotates, duplicates, groups, aligns, and resizes objects within a working document	IU
10	5	Transfers and merges files into document	IU
10 10	6	Creates artifacts by using imported and original designs (ex. brochures, newsletters, business cards, resumes, flyers, labels, calendar, stationary)	D
10	7	Saves as web page with links	D
10		**Internet Use Indicator**	
10	1	Launches a browser and uses the tool bar	IU
10	2	Navigates by clicking on links on web pages	IU

10	3	Types URLs correctly	IU
10	4	Uses internet safely (Cyber-bullying & Social Networking)	IU
10	5	Returns to site using history, back button, or bookmark/favorite	IU
10	6	Uses keyword and natural language searches	IU
10	7	Evaluates site and information for validity and accuracy	IU
10	8	Sets home page and configures page setup to print title, URL, and date	IU
10	9	Adds and edits bookmarks/favorites and organizes them into folders	IU
10	10	Downloads files and plug-ins	D
10	11	Copies and pastes text or images and cites sources correctly	D
10	12	Uses telecommunications and online resources including email and discussion boards to participate in collaborative problem-solving activities	D
10	13	Uses netiquette while composing, editing, receiving, replying, and sending email	D
10	14	Attaches, receives, and opens attachments using appropriate format and extensions when using email	D
10		**Media Presentation Tools Indicator**	
10	1	Creates slide show	IU
10	2	Creates original art to include in project	IU
10	3	Creates and modifies text objects	IU
10	4	Imports and modifies graphics, backgrounds, and clipart	IU
10	5	Inserts buttons with actions and sounds	IU
10	6	Imports and modifies images from Internet, digital camera, and scanner	IU
10	7	Creates and inputs videos, graphs, charts, transitions, sounds and animation in presentation	IU
10	8	Connects computer to TV or projector for presentation	IU
10	9	Records and edits sounds, movies, animations, and VR	D
10		**Spreadsheets Indicator**	
10	1	Uses existing spreadsheet to sort and find data	IU
10	2	Collects data and creates new spreadsheet	IU
10	3	Collects, inputs, analyzes, organizes and displays data graphically	IU
10	4	Creates simple formulas and charts	IU
10	5	Explains what the data represents	IU
10	6	Uses the appropriate chart for activity and data	IU
10	7	Adds and formats appropriate labels and legends	IU
10	8	Includes charts or graphs in presentations or publications	IU
10	9	Formats and changes axis scale, chart area, data series or appearance of charts	IU
10	10	Formats and prints spreadsheets to use as templates and forms	D
10	11	Uses complex functions and formulas	D
10	12	Uses relational formulas or links	D
10		**Databases Indicator**	
10	1	Defines terms such as records and fields	D

10	2	Enters text and data into appropriate fields	D
10	3	Creates a simple database with one layout	D
10	4	Formats text and numbers in fields	D
10	5	Sorts, matches, finds and replaces data	D
10	6	Creates a database with different layouts	D
10	7	Adds header and footer	D
10	8	Generates a variety of reports using same database	D
10	9	Uses print preview and adjusts margins for printing	D
10	10	Merges data into another document	D
10	11	Imports and exports data from other applications	D
10	12	Uses relational databases	D