

12th Grade Technology Curriculum

Gr.		Basic Computer Technology Use Indicator	Level
12	1	Operates mouse, TV, VCR, and DVD	IU
12	2	Starts and shuts down computer, monitor, and printer	IU
12	3	Practices responsible use of technology	IU
12	4	Creates and follows rules for computer use in classroom, library, lab, and Internet	IU
12	5	Logs in, opens, saves, prints, deletes, and quits an application	IU
12	6	Logs into network	IU
12	7	Creates, organizes, saves, and finds folders for work in progress and final drafts in an organized system	IU
12	8	Keeps documents separate from applications	IU
12	9	Works with windows, icons, toolbars, and menus	IU
12	10	Communicates about technology using developmentally appropriate and accurate terminology	IU
12	11	Works as part of a cooperative group with technology	IU
12	12	Uses keyboards and other common input and output devices efficiently and effectively	IU
12	13	Applies strategies for identifying and solving routine hardware and software problems	D
12	14	Makes informed decisions in choosing the most appropriate technology programs, software, and resources	IU
12	15	Saves projects and artifacts in appropriate formats and adds correct extensions to file names (.pdf, .docx, .jpeg, .htm, .txt,)	IU
12	16	Customizes the desktop	IU
12	17	Can be technology mentor (not all students)	IU
12	18	Collaborates online and shares work in electronic portfolio over network & email	IU
12		Word Processing Indicator	
12	1	Learns keyboard placement	IU
12	2	Inserts and edits text	IU
		Uses Formatting Palette	
		Font	
		Styles	
12	3	Alignment and Spacing	IU
		Bullets and Numbering	
		Table	
		Document Margins	
12	4	Rotates, duplicates, groups, aligns, and resizes objects within a working document	IU
12	5	Transfers and merges files into document	IU
12	6	Creates artifacts by using imported and original designs (ex. brochures, newsletters, business cards, resumes, flyers, labels, calendar, stationary)	IU
12	7	Saves as web page with links	IU
12		Internet Use Indicator	
12	1	Launches a browser and uses the tool bar	IU
12	2	Navigates by clicking on links on web pages	IU

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

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