Gr.	#	Basic Computer Technology Use Indicator	Level
2	1	Operates mouse, TV, VCR, and DVD	D
2	2	Starts and shuts down computer, monitor, and printer	D
2	3	Practices responsible use of technology	D
2	4	Creates and follows rules for computer use in classroom, library, lab, and Internet	D
2	5	Logs in, opens, saves, prints, deletes, and quits an application	D
2	6	Logs into network	D
2	7	Creates, organizes, saves, and finds folders for work in progress and final drafts in an organized system	D
2	8	Keeps documents separate from applications	D
2	9	Works with windows, icons, toolbars, and menus	D
2	10	Communicates about technology using developmentally appropriate and accurate terminology	D
2	11	Works as part of a cooperative group with technology	I
2	12	Uses keyboards and other common input and output devices efficiently and effectively	I
2	13	Applies strategies for identifying and solving routine hardware and software problems	H
2		**Word Processing Indicator**	
2	1	Learns keyboard placement	I
2	2	Inserts and edits text	I

2	3	Uses Formatting Palette
		   Font
		   Styles
		   Alignment and Spacing
		   Bullets and Numbering
		   Table
		   Document Margins
			H

2		**Internet Use Indicator**	
2	1	Launches a browser and uses the tool bar	D
2	2	Navigates by clicking on links on web pages	D
2	3	Types URLs correctly	I
2	4	Uses internet safely (Cyber-bullying & Social Networking)	H
2	5	Returns to site using history, back button, or bookmark/favorite	H
2	6	Uses keyword and natural language searches	H
2		**Media Presentation Tools Indicator**	
2	1	Creates slide show	D
2	2	Creates original art to include in project	D
2	3	Creates and modifies text objects	H
2	4	Imports and modifies graphics, backgrounds, and clipart	H
2	5	Inserts buttons with actions and sounds	H
2		**Spreadsheets Indicator**	
2	1	Uses existing spreadsheet to sort and find data	I

2	2	Collects data and creates new spreadsheet	I
2	3	Collects, inputs, analyzes, organizes and displays data graphically	I
2	4	Creates simple formulas and charts	I
2	5	Explains what the data represents	H
2	6	Uses the appropriate chart for activity and data	H
2	7	Adds and formats appropriate labels and legends	H
2	8	Includes charts or graphs in presentations or publications	H