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

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

9	11	Uses complex functions and formulas	D
9	12	Uses relational formulas or links	I
9		**Databases Indicator**	
9	1	Defines terms such as records and fields	I
9	2	Enters text and data into appropriate fields	I
9	3	Creates a simple database with one layout	I
9	4	Formats text and numbers in fields	I
9	5	Sorts, matches, finds and replaces data	I
9	6	Creates a database with different layouts	I
9	7	Adds header and footer	I
9	8	Generates a variety of reports using same database	I
9	9	Uses print preview and adjusts margins for printing	I
9	10	Merges data into another document	I
9	11	Imports and exports data from other applications	I
9	12	Uses relational databases	I