

## Fourth Technology

- √ I **can** properly turn on the computer
- √ I **can** properly shut down the computer
- √ I **can** identify basic parts of the computer by name - monitor/screen, keyboard, mouse
- √ I **can** operate the mouse correctly
- √ I **can** sit in computer chairs properly and safely
- √ I **can** understand the rules in the computer classroom
- √ I **can** locate the posted rules in the classroom
- √ I **can** demonstrate appropriate behavior for technology use
- √ I **can** show respect when using all technology equipment
- √ I **can** understand consequences for misuse of technology/equipment
- √ I **can** identify and find icons on desktop
- √ I **can** enter and delete text
- √ I **can** open and close an application or program properly
- √ I **can** understand the general layout of the keyboard
- √ I **can** identify specific keys, their location and function
- √ I **can** locate and open the Internet
- √ I **can** open the Internet and use teacher-reviewed bookmarks and/or links
- √ I **can** use my username and password in programs
- √ I **can** log in and log out of programs
- √ I **can** use word art in word
- √ I **can** use shapes
- √ I **can** log on and out of the server
- √ I **can** create a power point project
- √ I **can** create a word document
- √ I **can** save pictures for projects
- √ I **can** save to the server
- √ I **can** safely use the Internet
- √ I **can** identify keys on the keyboard
- √ I **can** use the home row keys
- √ I **can** type simple words
- √ I **can** log in and out of all the programs that are used
- √ I **can** insert pictures into all the programs
- √ I **can** change pictures in word
- √ I **can** do simple excel projects
- √ I **can** make a chart in excell