

**FOR THE COMPLETE SKILLS DOCUMENT
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ICT TECHNOLOGY SKILLS CHECKLIST

EXPECTED SKILLS AND COMPETENCIES

Children at _____ School will be expected to participate in learning experiences that encompass the skill and competencies as listed below for their relevant years.

As the list is broken into various year-groupings, some skills may/can take more than one year to achieve.

YEAR 3 AND 4	
UNDERSTANDS and DEMONSTRATES: <i>(Including Year 1 and Year 2 expectations)</i>	
How to use a computer	
Know how to navigate between programs and tasks	
Know how to locate the up/down arrows, delete key, back slash key,	
Know how to insert and remove a floppy disk and/or CD disk	
Be familiar with the layout of the standard keyboard	
Word Processing	
Create a word file, write a document and save the file/document to a disk or to the school network	
Knowledge of how to use the keyboard commands or the mouse to highlight text delete, cut, copy and paste text, make it bold or change the font size	
Know how spell check documents	
Know how to retrieve a word file and save changes made to it	
How to print a word document	
Create a word file, write a document and save the file/document to a disk or to email	
Knowledge of how to use the keyboard commands or the mouse to highlight text delete, cut, copy and paste text, make it bold or change the font size	
How to access the Internet	

Know how to start up FireFox or Internet Explorer or other compatible browser to access the internet	
Know how to <u>bookmark</u> a URL address using Netscape, or how to make a <u>favourite</u> of a URL address in Internet Explorer	
Know how to use a search engine to locate sites that are needed for research	
Know how to save information to the desktop or to a disk	
PowerPoint	
Know how to create a PowerPoint file, select a template and save the file/document to a disk or to school network	
Know how to create slide transitions	
Know how to create slide animations	
Know how to record voice to PowerPoint presentations	
Know how to add pictures from the internet/clipart to slides	
Know how to edit size of pictures	
Know how to use different fonts and WordArt to PowerPoint slides	
File management	
Download text files (txt) from the Internet and saving them	
Download/Save graphics files (gif, jpg, tif, bmp) from the Internet	
Understand differences between file formats (gif, jpg, tiff, bmp, txt)	
Save files to network folder or disk	
Retrieve files from network folder or disk	
Copy files from one location to another	
How to Use Email	
Know how to enter your email address	
Know how to create an email, send, receive, reply within an email	
Print and/or save email messages	
Understand that email has limited privacy	
Know how to attached a document/word file to an email	
How to Use a Discussion Board	
Know how to register to a Discussion Board	
Know how "post" a message to a Discussion Board	
Know how to reply to a posted message	

GENERAL EXPECTATIONS OF LEARNERS

Learners will use computers for a range of purposes

Learners will use computers and ICT hardware:

- to solve problems which arise in the context of their daily classroom activities
- to communicate
- for creative expression
- to locate, retrieve, store, organise, manipulate, interpret and evaluate information
- to monitor, measure and control the environment
- to investigate, create and evaluate models of real or imaginary processes or events

Learners will develop skills in operating computers

Learners will:

- use a range of software programs (including word processing, database, spreadsheet, communications, graphing, paint and music programs)
- comprehend and apply basic functions such as save, format, delete and copy, operate a printer
- develop keyboarding skills
- consider and maintain a healthy work environment when using computers
- transfer and adapt skills and understanding from program to program and machine to machine
- understand and use appropriate technical terms
- secure electronic information by backing up files and taking care of disks and equipment
- develop trouble shooting strategies for equipment malfunctions
- develop file and disk storage systems
- differentiate between situations where hard copy is required and not required

SUGGESTED EVALUATION QUESTIONS

- Are children using the computers in a healthy and safe environment?
- Is access to the computers equitable both in and out of class time?
- Are students with special needs being catered for?