

# GRADE LEVEL TECHNOLOGY SKILLS

from the Salem Public Schools Technology Plan 2008 - 2012

## **GRADE 4**

- Begin formal keyboarding skills.
- Use a scanner and digital camera with support.
- Understand how to choose a printer.
- Locate and save to a designated folder independently.
- Use appropriate vocabulary in reference to hardware, software applications and the Internet.
- Follow classroom rules for responsible and ethical use of computers (responsible behavior around equipment, respect for other people's work, and appropriate collaborative behavior).
- Develop word processing formatting skills.
- Create a simple database with support.
- Collect, enter and manipulate data in a teacher-created spreadsheet.
- Collect and enter information in a teacher-created slide show.
- Use and print from an encyclopedia CD or the Internet for a curriculum related project.
- Participate in a basic online project.
- Use curriculum appropriate Internet sites.
- Use an Internet search engine.