

GRADE LEVEL TECHNOLOGY SKILLS

from the Salem Public Schools Technology Plan 2008 - 2012

Grade 7

- Operate peripheral equipment (e.g., scanners, digital cameras, camcorders, etc.)
- Use editing and formatting features in applications to produce visually effective documents.
- Save a file to the desktop, the hard drive, file server and appropriate external media.
- Insert media (graphics, video, sound) into documents with support.
- Begin to select appropriate software/ hardware to create a variety of documents.
- Continue to develop additional appropriate terminology.
- Follow classroom rules for responsible and ethical use of computers (responsible behavior around equipment, respect for other people's work, and appropriate collaborative behavior).
- Continue intermediate word processing skills, such as formatting tools, and adding graphics to text.
- Use a complex database to manipulate information using the "sort" command.
- Use a spreadsheet to organize and access data.
- Create a more complex multimedia presentation using text and appropriate graphics.
- Use content specific tools (e.g.: geometric software) to enhance learning
- Students will select with guidance from a variety of media to collaborate, publish and communicate their learning.
- Identify basic elements of a Web Site (URL, hyperlinks, site map).
- Bookmark sites for future reference.
- Compare and contrast the results from different search engines.
- Choose appropriate productivity software to collect, evaluate and analyze information to demonstrate learning.
- Cite sources using correct format.
- Compare and contrast various technology resources for accuracy, relevance, and appropriateness.
- Select and use a variety of technology tools in curriculum exhibitions.