

GRADE LEVEL TECHNOLOGY SKILLS

from the Salem Public Schools Technology Plan 2008 - 2012

GRADE 9

- Demonstrate keyboarding proficiency in technique and posture.
- Use a variety of external peripherals and understand how they connect to the computer.
- Back up files.
- Format disks for multiple operating systems and save documents to allow translation in multiple operating systems.
- Use multiple applications simultaneously and navigate among them.
- Demonstrate an understanding of the concepts of file size, application size and memory needed for an operation.
- Follow classroom rules for responsible and ethical use of computers (responsible behavior around equipment, respect for other people's work, and appropriate collaborative behavior).
- Demonstrate a clear understanding of the District's Acceptable Use Policy (return signed AUP form).
- Site electronic sources correctly using MLA formatting for text and images gathered from electronic sources.
- Discuss copyright issues and the specific limitations for text, music and video.
- Plan, create and edit documents created in word processing program using readable fonts, alignment, page set up, tabs, and ruler settings.
- Customize thesaurus and dictionary tools.
- Create an original database, defining field formats and adding new records.
- Use features such as sort, filter, and find.
- Create an original spreadsheet, entering formulas and functions.
- Format columns and rows.
- Customize formatting of charts or graphs created in a spreadsheet.
- Use components of multimedia software (e.g., text, graphics, sound, video, and animation) to design a project.
- Participate in a variety of curriculum-based online projects with guidance.
- Use technologies such as e-mail, professional interchange networks, and research databases to access and exchange information.
- Select appropriate electronic sources with guidance. (e.g. web sites, online periodicals databases, and online catalogs.)
- Select and use search engines with guidance. Understand the differences between search engines.
- Introduce effective search strategies to locate and retrieve information using Boolean logic operators.
- Use bookmarks that have been organized into folders for further reference.
- Demonstrate the ability to identify the source, location and media type
- Use technology tools to create and modify solutions to problems.
- Organize ideas and plan projects with brainstorming, outlining or concept-mapping software.