

BISD Technology Curriculum

Grade 4

Vocabulary
Title Bar
Graphic
File extension
Download
Presentation
Netiquette
Virus
Navigate
Multimedia
Field
Search
Hyperlink

Foundations;

- ☼ Use **My Computer** to navigate to available drives. 2C
- ☼ Open and close programs using method of choice. 1B
- ☼ Use mouse to perform single-click, double-click, and click and drag functions with the left and right mouse buttons. 2A
- ☼ Use the mouse to scroll up or down within a window by clicking and dragging the scroll bar or clicking the up or down arrows. 2A
- ☼ Minimize, maximize, and restore windows as needed. 2A
- ☼ Work with more than one window open. 1B
- ☼ Open CD-ROM tray, insert CD, close CD-ROM tray, and access files/programs on CD. 2A
- ☼ Understand and properly use **Save** and **Save As**. 1B
- ☼ Use the **Undo** feature in *Microsoft Office* applications to recover previous work. 2D
- ☼ Take pictures using a digital camera and upload them to a computer. 2A
- ☼ Take videos using a digital video recorder and upload video to computer.
- ☼ Print documents. 1E
- ☼ Use the scanner to digitize images and use them within an application. 2A, 7C

- ✿ Navigate through appropriate programs. 2A Use **Copy, Cut, and Paste** functions to edit documents. 2D, 7B, 7C
- ✿ Use the **Help** menu to type in a keyword and/or look at the available list of topics. 9A
- ✿ Use the **Print Preview, Slideshow/View Show, and Slide Sorter View** features available in programs to view files for proper format prior to printing. 9B

Networking:

- ✿ Create, name, and save files to a drive on the network. 1B
- ✿ Access files from the network folder. 1E
- ✿ Print to a networked printer using the printer icon or selecting **Print** from the **File** menu. 1E
- ✿ Select and print to the appropriate networked printer. 1E
- ✿ Save files from the network folder by copying (by clicking and dragging the icon) or using the **Save As** feature within the program. 1B

Acceptable Use:

- ✿ Knows not to use other's work. 3B
- ✿ Knows it is inappropriate to access another individual's file. 3B
- ✿ Knows it is not appropriate to copy/load software for which you do not have a license. 3B
- ✿ Student will demonstrate an understanding of the rules when accessing BISD computers. 3A

Information Acquisition:

- ✿ Acquire information that is in the form of text, graphics, audio, and video and save information for use in student projects in accordance with copyright issues, with teacher assistance, as needed. 5A, 4A, 4B
- ✿ Analyze the content and validate the accuracy of the information acquired from the Internet. 6A, 6B, 6C

Problem Solving:

- ✿ Use software to express ideas and solve problems. This can include, but is not limited to text, graphics, charts, and visual organizers, multimedia and spreadsheets. 7A, 7B, 7C, 10C
- ✿ Use communication tools to acquire and share information and solve problems (e.g. distance learning, email). 8A, 8B, 8C
- ✿ Participate in electronic communities. 8C

Software Applications:

Word Processing (Microsoft Word):

- ✿ Create a new document or open an existing one on the network folder. 2D, 2E
- ✿ Enter text. 2C, 2D
- ✿ Apply **Word Art**. 10A,B
- ✿ Change font size, type, style and color of font. 10A, 10B
- ✿ Use **Alignment** tools to format text 10A, 10B
- ✿ Format text by using **Bullets and Numbering**. 10A, 10B
- ✿ Use the **Backspace** and **Delete** key to delete text. 2D
- ✿ Use the Shift key to make capital letters and access punctuation marks. 2C, 2D
- ✿ Uses **Spell Check** and **Thesaurus**. 2D, 10AB
- ✿ Insert pictures from **Clipart Gallery** and from **File**. 2A, 10A

- ✿ Move and resize clipart and or images by right-clicking on the image, selecting **Format Picture**, clicking the **Layout** tab, and choosing the appropriate **Wrapping Style** or using the **Picture Toolbar**. 7A, 10A

Multimedia/ PowerPoint:

- ✿ Create a new presentation or open an existing presentation on the network folder. 7A, 7B, 1E, 11A,B
- ✿ Use a teacher-created template to complete an activity. 7A, 7B
- ✿ Knows difference between 'edit mode' and 'show mode'. 9B
- ✿ Add transitions and sounds to objects and slides. 9A
- ✿ Imports video and sound. 10A, 7A,C
- ✿ Applies good design principles. 10B
- ✿ Uses draw tools to create objects. 10A
- ✿ Add text to slides. 11A, 11B
- ✿ Insert multiple **New Slides**. 7A, 7B
- ✿ Change font size, type, style (**bold, italicize, underline**), and color. 10A, 10B
- ✿ Use **Alignment** tools to format text (**left, right, center, justify**). 10A, 10B
- ✿ Format text by using **Bullets and Numbering**. 10A, 10B
- ✿ Insert pictures from **Clipart Gallery** and from **File** (e.g. **My Pictures**, network folder, digital camera, scanner, or other source). 2A, 10A
- ✿ Insert video from **File**. 2A, 10A
- ✿ Change backgrounds by selecting **Format** from the menu bar and choosing **Background**. 10A, 10B
- ✿ Use the **Slide Sorter view** to organize (change sequence) and edit presentation. 9A, 9B

Spreadsheet (Excel):

- ✿ Open and existing spreadsheet on the network folder. 1E, 10C
- ✿ Enter data in an existing template to complete an activity 7B, 10C
- ✿ Identify and locate **cells, rows, and columns**. 7B, 7C
- ✿ Create a spreadsheet by entering text, and values (numeric). 7B, 10C
- ✿ Use **Chart Wizard** to create charts/graphs as grade level and task appropriate to express ideas and solve problems. 7B, 10C
- ✿ Change the font size, type, style (**bold, italicize, underline**), and color. 10A, 10B

Desktop Publishing

- ✿ Use a teacher-created template to complete an activity. 1E, 7A, 7C
- ✿ Click in the text boxes and replace text. 2D
- ✿ Insert pictures from **Clipart Gallery** and from **File** (e.g. **My Pictures**, network folder, digital camera, scanner, or other source). 2A, 10A

Internet Browser (Internet Explorer):

- ✿ Click on a link to view a web site. 5A
- ✿ Use the **Back, Forward, and Home** buttons to navigate. 5A, 5B
- ✿ Conduct simple keyword searches using a grade-level appropriate search engine. 4A, 4B, 5A
- ✿ Gather information from the websites found from search results. 5A, 5B
- ✿ Evaluate the effectiveness of search strategies. 6A, 6B
- ✿ Determine whether web sites provide useful and appropriate information. 6C
- ✿ Use the acquired information in the creation of products. 11A

- ✿ Use the web to tour virtual environments, remote locations, and/or explore on line interactive lessons. 8B

Communication:

- ✿ Designs, develops and publishes real-world products for a variety of audiences in a variety of forms (print, monitor, projector, and video). 10B
- ✿ Properly sites all information sources. 3B
- ✿ Use desktop publishing techniques to create effective documents and presentations (make good choices with regard to font, white space, and contrast for readability). 10A
- ✿ Create charts/graphs using spreadsheets/databases and extract information from them. 10C
- ✿ Proofread products and make improvements. 2D, 2E
- ✿ Select representative products to be collected and stored in an electronic portfolio with teacher assistance. 12A
- ✿ Evaluate products created for relevance to the assignment or task. 12A
- ✿ Create tools such as checklists or timelines to evaluate the progress of a project.

BISD TECH CURRICULUM

GRADE 5

Vocabulary
Peripherals
Html
Byte
Kilobyte
Megabyte
Gigabyte
WAN
LAN
Ethernet cable
Modem
Simulations
Operating systems

Foundations;

- ☼ Use **My Computer** to navigate to available drives. 2C
- ☼ Open and close programs using method of choice. 1B
- ☼ Use mouse to perform single-click, double-click, and click and drag functions with the left and right mouse buttons. 2A
- ☼ Use the mouse to scroll up or down within a window by clicking and dragging the scroll bar or clicking the up or down arrows. 2A
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- ☼ Work with more than one window open. 1B
- ☼ Open CD-ROM tray, insert CD, close CD-ROM tray, and access files/programs on CD. 2A
- ☼ Understand and properly use **Save** and **Save As** appropriately.1B
- ☼ Use the **Undo** feature in *Microsoft Office* applications to recover previous work .2D
- ☼ Take pictures using a digital camera and upload them to a computer. 2A
- ☼ Take videos using a digital video recorder and upload video to computer.
- ☼ Print documents. 1E
- ☼ Use the scanner to digitize images and use them within an application. 2A, 7C

- ✿ Navigate through appropriate programs. 2A Use **Copy, Cut, and Paste** functions to edit documents. 2D, 7B, 7C
- ✿ Use the **Help** menu to type in a keyword and/or look at the available list of topics. 9A
- ✿ Make informed decisions in choosing appropriate technology systems, resources, and services. 7B, C, 10C
- ✿ Use the **Print Preview, Slideshow/View Show, and Slide Sorter View** features available in programs to view files for proper format prior to printing. 9B

Networking:

- ✿ Create, name, and save files to a drive on the network. 1B
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- ✿ Print to a networked printer using the printer icon or selecting **Print** from the **File** menu. 1E
- ✿ Select and print to the appropriate networked printer. 1E
- ✿ Save files from the network folder by copying (by clicking and dragging the icon) or using the **Save As** feature within the program. 1B

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- ✿ Participate in electronic communities. 8C

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- ✿ Change font size, type, style and color of font. 10A, 10B
- ✿ Use **Alignment** tools to format text 10A, 10B
- ✿ Format text by using **Bullets and Numbering**. 10A, 10B
- ✿ Use the **Backspace** and **Delete** key to delete text. 2D
- ✿ Use the Shift key to make capital letters and access punctuation marks. 2C, 2D
- ✿ Uses **Spell Check** and **Thesaurus**. 2D, 10AB

- ✿ Sets **margins** and **tabs**. 10AB
- ✿ Insert pictures from **Clipart Gallery** and from **File**. 2A, 10A
- ✿ Move and resize clipart and or images by right-clicking on the image, selecting **Format Picture**, clicking the **Layout** tab, and choosing the appropriate **Wrapping Style** or using the **Picture Toolbar**. 7A, 10A

Multimedia/ PowerPoint:

- ✿ Create a new presentation or open an existing presentation on the network folder. 7A, 7B, 1E, 11A,B
- ✿ Use a teacher-created template to complete an activity. 7A, 7B
- ✿ Applies backgrounds to slides. 10A,B
- ✿ Apply **Word Art**. 10A,B
- ✿ Knows difference between 'edit mode' and 'show mode'. 9B
- ✿ Add transitions and sounds to objects and slides. 9A
- ✿ Imports video and sound. 10A, 7A,C
- ✿ Applies good design principles. 10B
- ✿ Uses draw tools to create objects. 10A
- ✿ Add text to slides. 11A, 11B
- ✿ Insert multiple **New Slides**. 7A, 7B
- ✿ Correctly apply hyperlinks to text or objects. 10B
- ✿ Change font size, type, style (**bold, italicize, underline**), and color. 10A, 10B
- ✿ Use **Alignment** tools to format text (**left, right, center, justify**). 10A, 10B
- ✿ Format text by using **Bullets and Numbering**. 10A, 10B
- ✿ Insert pictures from **Clipart Gallery** and from **File** (e.g. **My Pictures**, network folder, digital camera, scanner, or other source). 2A, 10A
- ✿ Insert video from **File**. 2A, 10A
- ✿ Change backgrounds by selecting **Format** from the menu bar and choosing **Background** or using the **right-click menu**. 10A, 10B
- ✿ Use the **Slide Sorter view** to organize (change sequence) and edit presentation. 9A, 9B

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Desktop Publishing

- ✿ Use a teacher-created template to complete an activity. 1E, 7A, 7C
- ✿ Click in the text boxes and replace text. 2D
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