

I-D-M	ISTE - TECHNOLOGY STANDARD	Websites & Projects used for skills
	CREATIVITY and INNOVATION	
D	1. apply existing knowledge to generate new ideas, products or processes	21 st Century Tools & Projects
D	2. create original works as a means of personal or group expression	21 st Century Tools & Projects
I	3. use models and simulations to explore complex systems and issues	21 st Century Tools & Projects
I	4. identify trends and forecast possibilities	21 st Century Tools & Projects
	COMMUNICATION and COLLABORATION	
I	1. interact, collaborate, and publish with peers, experts, or others	21 st Century Tools & Projects
M	2. communicate information and ideas effectively to multiple audiences	21 st Century Tools & Projects
D	3. develop cultural understanding and global awareness with other cultures	21 st Century Tools & Projects
D	4. contribute to project teams to produce original works or solve problems.	21 st Century Tools & Projects
	RESEARCH and INFORMATION FLUENCY	
M	1. plan strategies to guide inquiry	Research Projects
M	2. locate, organize, analyze, evaluate, synthesize, and ethically use info	Research Projects
M	3. evaluate and select information sources and digital tools based on the appropriateness to specific tasks.	Research Projects
M	4. process data and report results.	Research Projects
	DIGITAL CITIZENSHIP	
M	1. advocate and practice safe, legal, and responsible use of technology.	Cyber Citizenship Videos & Projects
M	2. exhibit a positive attitude toward using technology that supports collaboration, learning and productivity.	Cyber Citizenship Videos & Projects
M	3. demonstrate personal responsibility for lifelong learning.	Cyber Citizenship Videos & Projects
M	4. exhibit leadership for digital citizenship	Cyber Citizenship Videos & Projects
	CRITICAL THINKING, PROBLEM SOLVING and DECISION MAKING	
D	1. identify and define authentic problems and significant questions for investigation	21 st Century Tools & Projects
D	2. plan and manage activities to develop a solution or complete a projects	21 st Century Tools & Projects
D	3. collect and analyze data to identify solutions and/or make informed decisions.	21 st Century Tools & Projects

	TECHNOLOGY OPERATION and CONCEPTS	
I-D-M	Technology Standard	Websites & Projects used to introduce skills
	Hardware & Literacy	
M	1. understand hardware vocabulary	www.abcya.com/computer_vocabulary.htm
M	2. identify all hardware components	www.abcya.com/computer_vocabulary.htm
M	3. demonstrate correct use of mouse	Educational Programs per grade on ORC
M	• point and click to select	Educational Programs per grade on ORC
M	4. demonstrate correct use of keyboard	Educational Programs per grade on ORC
M	• locate and execute programs	Educational Programs per grade on ORC
M	• locate and press esc key to exit programs	Educational Programs per grade on ORC
M	5. demonstrate correct use of storage devices	Demonstrate
M	• CD ROM	Demonstrate
M	• devices with USB Cables	Demonstrate
M	6. demonstrate correct use of printer	Word Processing – Basic Projects
M	• select correct printer if applicable	Word Processing – Basic Projects
M	• change quality to low resolution if applicable	Word Processing – Basic Projects
M	• use print preview before printing	Word Processing – Basic Projects
M	7. solve routine hardware problems	Demonstrate
	Operations	
M	• <u>understand acceptable use of The Internet</u>	Review School's Acceptable Use Policy
M	• understand operating system vocabulary	www.syvum.com/cgi/online/mult.cgi/quiz/comp/hardware.tdf?
M	1. logon / logoff network if applicable	Assign Login and password
M	2. use the mouse in a point and click environment	Educational Programs per grade on ORC
M	3. open and close folders	Educational Programs per grade on ORC
M	4. open and exit programs	Educational Programs per grade on ORC
M	5. open program menus	Educational Programs per grade on ORC
M	6. choose from program menus	Educational Programs per grade on ORC
M	7. name and save files	Word Processing – Basic Projects
M	8. find and open files	Word Processing – Basic Projects
M	9. understand file organization	Demonstrate
M	10. solve routine software problems	Demonstrate

I-D-M	Technology Standard	Websites & Projects used to introduce skills
	Keyboarding Skills	
M	• understand keyboarding vocabulary	Typing Web
M	1. type with correct finger positions in all letter rows	Typing Web
M	2. Use keyboard covers for all rows	Typing Web
M	3. type with correct finger position: punctuation	Typing Web
M	4. type with correct finger positions: numbers	Typing Web
M	5. type with correct finger positions: symbols	Typing Web
M	6. achieve WPM Goals: 10-20-25-30-40-50 for grades 3,4,5,6,7,8	Typing Web
	Word Processing Skills	
	Word Processing Core Skills	
M	• understand word processing vocabulary	Word Processing – Basic Projects
M	• open a word processing document	Word Processing – Basic Projects
M	• save and close a word processing document	Word Processing – Basic Projects
M	• print a word processing document	Word Processing – Basic Projects
	Word Processing Beginning Skills	
M	1. add text using letter and number keys	Word Processing – Basic Projects
M	1. use the shift key for upper case letters and symbols	Word Processing – Basic Projects
M	1. use spacing keys: enter, space bar	Word Processing – Basic Projects
M	1. identify and move cursor with mouse and arrow keys	Word Processing – Basic Projects
M	2. know the difference between eraser keys: backspace vs. delete	Word Processing – Basic Projects
M	3. use the mouse to highlight text	Word Processing – Basic Projects
M	3. make text format changes: font, size, color	Word Processing – Basic Projects
	Word Processing Intermediate Skills	
M	4. make text format changes: style and alignment	Word Processing – Intermediate Projects
M	5. insert, re-size and format a text box	Word Processing – Intermediate Projects
M	6. edit using the spell checker	Word Processing – Intermediate Projects
M	7. edit using views: all characters, normal, draft	Word Processing – Intermediate Projects
M	8. insert and edit clip art & online images	Word Processing – Intermediate Projects
M	9. edit using the thesaurus	Word Processing – Intermediate Projects
M	10. make page format changes: borders	Word Processing – Intermediate Projects
M	11. add page headers and footers	Word Processing – Intermediate Projects
M	12. make page format changes: page layout	Word Processing – Intermediate Projects
M	13. insert and edit Word Art	Word Processing – Intermediate Projects

M	14. edit using cut, copy and paste	Word Processing – Intermediate Projects
	Word Processing Advanced Skills	
M	15. use Wizards and Templates	Word Processing – Research Projects
M	16. use shortcut keys	Word Processing – Research Projects
M	17. make format changes: bullets	Word Processing – Research Projects
M	18. properly cite images copied from the internet	Word Processing – Research Projects
M	19. edit using Search and Replace	Word Processing – Research Projects
M	20. make page format changes: columns	Word Processing – Research Projects
M	21. make page format changes: setting margins	Word Processing – Research Projects
M	22. make format page changes: adding breaks	Word Processing – Research Projects
M	22. Insert Hyperlinks to specific web sites	Word Processing – Research Projects
M	23. Insert and Edit Tables	Word Processing – Research Projects
	Internet/Communication Skills	
M	• understand acceptable use of The Internet	Archdiocese -Acceptable Use Policy
M	• understand browser and Internet vocabulary	www.syvum.com/cgi/online/mult.cgi/quiz/comp/hardware
M	1. Visit web sites using the address bar	www.google.com
M	2. Use “search box” in “Google” to find websites and images	www.google.com
M	3. Copy pictures from Internet to other office applications	www.google.com
M	4. use the toolbar to navigate web pages	www.google.com
M	5. locate web sites using the history list	www.google.com
M	6. locate web sites using the “Favorites” list	www.google.com
M	7. Use the “ORC” to visit a specific web site	www.orc.com
M	8. use the toolbar to navigate web pages	www.orc.com
M	9. write and send an email message	www.gmail.com
M	10. reply to an email message	www.gmail.com
M	11. Send and receive e-mail attachments	www.gmail.com
M	12. Upload a document in to Google Docs	Google Apps
M	13. Share a document saved in Google Docs	Google Apps
M	14. Collaborate on a Google Docs document	Google Apps

	Presentation Skills	
	Presentations Core Skills	
M	• understand presentations vocabulary	Presentations – Basic Projects
M	• open a presentations document	Presentations – Basic Projects
M	• save and close a document	Presentations – Basic Projects
M	• print a single slide	Presentations – Basic Projects
	Presentations Beginning Skills	
M	1. Create a Title Slide by customizing template	Presentations – Basic Projects
M	2. Create a slide show using multiple slides using add new slides	Presentations – Basic Projects
M	3. Add A Title and Bullet Points	Presentations – Basic Projects
M	4. Add and edit clip art	Presentations – Basic Projects
M	5. Format text using size and color	Presentations – Basic Projects
M	6. change the background using colors & fill effects	Presentations – Basic Projects
	Presentations Intermediate Skills	
M	7. apply a slide transition to all slides	Presentations – Intermediate Projects
M	8. Add custom animation to slides	Presentations – Intermediate Projects
M	9. Add timing to slides	Presentations – Intermediate Projects
M	10. Set up slide show for viewing	Presentations – Intermediate Projects
	Presentations Research Skills	
M	11. Copy & Paste text and images from websites	Presentations – Research Projects
M	12. Properly Cite text and images from websites	Presentations – Research Projects
M	13. Add a “works cited” page at the end of the presentation	Presentations – Research Projects
M	14. Add autotext to header and footer	Presentations – Research Projects
	PREZI Skills	
M	15. Create and Edit Text Boxes, Images, Backgrounds, Videos	Presentations – Collaboration Projects
M	16. Plan research strategy with partner(s)	Presentations – Collaboration Projects
M	17. Plan layout strategy with partner(s)	Presentations – Collaboration Projects
M	18. Real time research collaboration	Presentations – Collaboration Projects
M	19. Meeting with partner(s) and make revisions	Presentations – Collaboration Projects
M	20. Real time presentation collaboration	Presentations – Collaboration Projects

	Spreadsheet Skills	
	Spreadsheet Core Skills	
M	• understand spreadsheet vocabulary	Charts & Graphs Projects
M	• open a spreadsheet worksheet	Charts & Graphs Projects
M	• save and close a spreadsheet worksheet	Charts & Graphs Projects
M	• print a worksheet, graph or chart	Charts & Graphs Projects
	Spreadsheet Beginning Skills	
M	1. add text to spreadsheet	Charts & Graphs Projects
M	2. add data to spreadsheet	Charts & Graphs Projects
M	3. create charts and graphs	Charts & Graphs Projects
M	4. make format changes to cell text and data	Charts & Graphs Projects
	Spreadsheet Intermediate Skills	
M	5. write formulas to add or subtract data	Spreadsheet Formulas Projects
M	6. write formulas to multiply or divide data	Spreadsheet Formulas Projects
M	7. write formulas to calculate percents and averages	Spreadsheet Formulas Projects
M	8. add cell borders	Spreadsheet Formulas Projects
M	9. add headers and footers to worksheet	Spreadsheet Formulas Projects
M	10. use spreadsheet wizards and templates	Spreadsheet Formulas Projects
	Spreadsheet Advanced Skills	
M	11. use replication for formulas	Spreadsheet Advanced Projects
M	12. use functions	Spreadsheet Advanced Projects
M	13. create multiple sheets	Spreadsheet Advanced Projects
M	14. create a complex annual budget with monthly subtotals	Spreadsheet Advanced Projects
M	15. create a simple amortization table with advanced functions	Spreadsheet Advanced Projects
	Spreadsheet Collaboration Skills	
M	16. Plan research strategy with partner(s)	Spreadsheet Advanced Projects
M	17. Coordinate use shared document	Spreadsheet Advanced Projects
M	18. participate in group project for collecting statistics	Spreadsheet Advanced Projects

	Database Skills	
	Database Core Skills	
M	• understand database vocabulary	Spreadsheet Database Projects
M	• open a database	Spreadsheet Database Projects
M	• save and close a database	Spreadsheet Database Projects
M	• print a database	Spreadsheet Database Projects
M	Database Skills	
M	1. Create database fields with correct data format	Spreadsheet Database Projects
M	2. Add records to database in list and form views	Spreadsheet Database Projects
M	3. Edit fields and records	Spreadsheet Database Projects
M	4. Sort records	Spreadsheet Database Projects
	Drawing & Creativity	
M	1. Select foreground and background colors	Drawing Program, Wordle
M	2. Use drawing tools	Drawing Program, Wordle
M	3. Use shape tools	Drawing Program, Wordle
M	4. Fill with color	Drawing Program, Wordle
M	5. Edit colors	Drawing Program, Wordle
M	6. Use zoom to draw and edit	Drawing Program, Wordle
M	7. Copy and paste paint objects to other applications	Drawing Program, Wordle