

GRADES 3-4

SKILLS:

- *Using special characters on the keyboard*
- *Indenting a paragraph*
- *Choosing graphics from a file*
- *Finding folders*
- *Creating **WordArt** choosing font and color*
- *Creating text effects with formatting*
- *Completing reports assigned by teachers of other subjects*
- *Creating presentations using **PowerPoint***
- *Beginning internet searches*
- *Having knowledge of all PC components*
- *Taking Interim **ACT Aspire** Online for test prep*
- *Mastering advanced typing skills*
- *Using advanced formatting skills*
- *Conducting research safely and effectively*
- *Using the taskbar*
- *Transferring information from one document to another*
- *Proofreading and editing documents*
- *Interpreting editing marks that exist in Word*
- *Creating documents with different font styles and effects*
- *Mastering keyboard functions using "Ctrl +"*
- *Choosing correct alignment (left, center, right)*

SOFTWARE/ONLINE PROGRAMS:

- *Microsoft Word 2010*
- *Web 2.0*
- *PowerPoint*
- *iPad Apps*
- *Harcourt Math*
- *Brain Pop*
- *Discovery Education*

HARDWARE:

- *Computers in Computer Lab*
- *Classroom Computers*
- *Interactive White Boards*
- *iPads*