

COMPUTER CONCEPTS AND OPERATIONS

- Identifies a desktop computer, laptop computer and a tablet computer
- Understands the correct way to sit at the computer: sit straight in the chair, keep wrists straight on keyboard, top of the monitor should be at the same level as eyes, feet flat on the floor.
- Identifies hardware components: keyboard, mouse/touch pad/touch screen, monitor/screen, speakers, printer, CPU/tower
- Turns on, shuts down and restarts a computer correctly
- Can explain the difference between software and hardware
- Names examples of applications he or she uses on the computer
- Understands the different purposes of applications. A browser is used to access and use the Internet, a word-processing program is used to type text, a spreadsheet program is used mostly for numbers, a graphics program is used to make and change pictures, a tutorial is used to show and teach ideas, a computer game is used to relax and have fun.
- Demonstrates the proper way to hold a mouse
- Manipulates the cursor with the mouse
- Uses a mouse or touch pad to point, left click, double-click, drag and drop; right-click
- Identifies the Desktop and understands its purpose
- Uses the start menu, icons and taskbar to access applications
- Identifies a window and a screen and understands the difference when using an application
- Uses minimize, maximize/restore down and close buttons to manipulate an application window
- Can move and resize an application window by dragging
- Uses vertical and horizontal scroll bars in an application window
- Identifies and understands the typical features of an application window: title bar, toolbar, menu bar, status bar
- Can open two or more applications and switch between them to complete tasks
- Knows how to access the Help feature in applications he or she uses

WORD PROCESSING SKILLS

- Uses the word “text” to refer to words and letters that are typed on the keyboard and “document” as the completed information that was entered
- Identifies the cursor as the blinking line that shows where the computer will type next
- Uses mouse, touch pad or arrow keys to move the cursor
- Locates and uses correctly: return/enter, space bar, shift, and caps lock keys
- Positions the cursor between letters and words and uses the delete or backspace key to make changes
- Can highlight text
- Can change the font and size of text
- Understands and uses the terms upper/lower case
- Uses the terms bold, italics, underline and can apply the style to text
- Understands a word processing program will automatically move text onto the next line and this is referred to as word wrap
- Knows how to copy and paste text in an open document
- Knows how to copy and paste text from one application to another
- Knows how to cut and paste text in an open document
- Knows how to cut and paste text from one application to another
- Can type 4-5 sentences without assistance.
- Uses spell checker and understands limitations of spell checker
- Can name and save a document on the desktop
- Can retrieve and revise a saved document from the desktop
- Can delete a saved document from the desktop

USING THE INTERNET

- Understands the Internet is composed of computers from all parts of the world connected so they can communicate
- Understands the World Wide Web or Web is a portion of the Internet and is a way to access and share information over the medium of the Internet
- Understands in order to access the Internet a computer must have a connection to the Internet.
- Understands a connection to the Internet through a personal/home computer is provided usually for a fee from an ISP (Internet Service Provider).
- Understands a web browser is a software application that is installed on a computer and is needed to connect to the Internet and use the information resources on the World Wide Web
- Understands there can be several different web browsers (Internet Explorer, Firefox, Safari, Google Chrome, Opera) installed on a computer
- Can name the web browser he/she uses
- Can open a web browser on a computer
- Knows each website has a unique address and is referred to as the Web address or URL (Uniform Resource Locator)
- Knows a website is made up of one or more web pages and each web page has a unique web address or URL
- Understands when entering a web address in the address bar of a web browser the address must be entered correctly and have no spaces between characters
- Can enter a web address in the address bar of a web browser and access the website/webpage it represents
- Understands a website is a location on the World Wide Web containing a page or pages that are owned and managed by an individual, company or organization

USING THE INTERNET – CONTINUED

- Understands and uses the tools in a browser: vertical and horizontal scroll bars, back, forward, stop, refresh, and home buttons, tabs, address bar, status/loading bar, and history
- Understands the key features of a web page: hyperlinks/links, homepage, homepage link, mouse roll over buttons, navigation buttons
- Saves a website as a favorite or bookmark
- Accesses a website that has been bookmarked or saved as a favorite
- Organize bookmarks/favorites: create and store bookmarks/favorites in a folder, move, delete and rename folders and bookmarks/favorites
- Understands a search engine is a website used to look for information on the World Wide Web
- Can name a search engine he or she uses
- Can recite the web address/URL of a search engine he or she uses
- Understands a search engine searches web pages for specified keywords a user enters in the search bar and returns a list of relevant web pages/websites where the keywords were found
- Performs searches using keywords
- Performs a search and chooses appropriate sites to open from the list of results
- Begins to develop skills to determine information on the Internet is current, accurate and reliable

EMAIL

- Knows email is electronic mail and is a way to send information from one computer or device (e.g.-cellphone) to another.
- Knows in order to use email Internet access and an email address is needed
- Knows an email address must have three parts and cannot have any spaces.
Example: name@gmail.com (name is username, @ is “at” symbol, gmail.com is email service provider)
- Understands why a username and password is needed to access their email and the importance of keeping the password private
- Understands the concept of case sensitive as it relates to use in creating a password
- With assistance sets up a web based email account through companies offering free webmail. Examples: www.gmail.com, www.yahoo.com, www.hotmail.com
- Can write and recite their email address correctly
- Memorizes or develops a process to remember their password
- Understands their webmail account allows access to their email on any computer that has Internet access
- Enters the URL/Web address of their webmail account (ie-www.gmail.com) in a web browser and enters their username and password to access their email account
- Knows when sending an email message using the correct email address is necessary for a message to arrive at its destination
- Understands parts of a sent message: To, Subject and body of message
- Composes and sends an email message
- Locates the Inbox and retrieves message
- Understands parts of a received message: owner, date, subject, body of message, date and time received

- Replies to a message
- Forwards a message
- Deletes messages
- Understands that email has limited privacy