



FIRST GRADE Learning Objectives for **Computer Technology**



BASIC OPERATIONS

The learner will

- recognize when the case and monitor are in their different power options, e.g., on, off, sleep mode, power saving mode.
- know correct procedures for turning on and shutting down a computer system.
- name the parts of the computer system and recognizing their use as to input, output or storage.
- develop appropriate computer vocabulary, icons, desktop, taskbar, program.
- understand the basic caring required for a computer, e.g., liquids, dirt, gentleness with the keyboard.
- understand that there are many different storage devices available.
- recognize the many uses of a computer in everyday life.
- enter and exit a program.
- recognize that there are different sizes of computers, e.g., desktop, laptop, palmtop.

FILE MANAGEMENT

The learner will

- save a file with a proper file name in their folder.
- retrieve a file from their folder.
- understand a file can be saved in more than one location/device.
- understand the basic differences between portable and non-portable storage devices.

DRAWING

The learner will

- recall the icon names in Microsoft Paint.
- use all of the tools in Microsoft Paint to produce scripted and unscripted drawing assignments.
- use the clipboard to copy and paste objects within Paint.
- understand basic layering within Microsoft Paint.
- print a file after ensuring it is on one page via Print Preview.

WORD PROCESSING

The learner will

- know the main icons on the standard and formatting toolbars.
- word process a simple document.
- use Shift and CAPS LOCK correctly and notice CAPS LOCK light.
- understand simple spacing and punctuation rules.
- center, left-align and right-align text.
- use backspace and cursor keys to fix errors.
- use font attributes, e.g., bold, italics and underline.
- use the clipboard to cut, copy and paste text.
- insert a clip art into a document and wrap it to allow movement.
- change bullet styles.
- print to different printers in the lab.