



SECOND 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.
- print a file.
- develop appropriate computer vocabulary, e.g., icons, desktop, taskbar, program.
- understand the basic caring required for a computer, e.g., liquids, dirt, gentleness with the keyboard.
- 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.
- recognize that data in the clipboard can be transferred between programs and use this skill.
- work the volume control and understand the concept of mute.

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.

INTERNET

The learner will

- understand the basic composition of the Internet.
- name the parts of the web browser window.
- visit a website by typing in the address.
- navigate through a website.
- use a search engine for a simple search.

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.
- use Print Preview to ensure the drawing fits on one page and adjust it accordingly.



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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 delete keys to fix errors and recognize the difference in their functions.
- 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 apply correct wrapping techniques to the graphic.
- use print preview to ensure the document is formatted correctly.
- print to different printers in the computer lab.
- customize bullets.