



FOURTH 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.
- explain and demonstrate the correct procedures for turning on and shutting down a computer system.
- name the parts of the computer system and describe the purpose of each, e.g., input, output, storage.
- recognize the hardware inside of the case, e.g., motherboard, hard disk, microprocessor.
- print a file to a specific printer.
- recognize the differences between ink-jet and laser printers.
- develop appropriate computer vocabulary, e.g., icons, desktop, taskbar, program.
- describe the basic caring required for a computer, e.g., liquids, dirt, gentleness with the keyboard.
- describe the many uses of a computer in everyday life.
- start, end, minimize, maximize and resize program windows.
- describe the different sizes of computers, e.g., desktop, laptop, palmtop, and explain the advantages and disadvantages of each.
- recognize that data in the clipboard can be transferred between programs.
- recognize the diversity in different software packages.
- understand how to use the computer without relying on a mouse.
- understand the importance and use of a UPS.
- know how to adjust the volume control and recognize the use of the mute icon.

FILE MANAGEMENT

The learner will

- save a file with a proper file name in their folder.
- retrieve a file from their folder.
- explain the difference between Save and Save As and give sample scenarios of when each should be used.
- understand the basic differences between portable and non-portable storage devices.
- recognize the file icons and associate the icons with the related software.

WORD PROCESSING

The learner will

- explain what each of the main icons on the standard and formatting toolbars are used for.
- word process documents with multiple pages.
- apply headers and footers to documents.
- explain 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.
- recognize the two modes of word processing and how to toggle between them (insert key).
- use font attributes, e.g., bold, italics and underline.
- use the Format Painter icon efficiently.
- 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 the tools on the drawing toolbar, e.g., WordArt, AutoShapes, TextBoxes.
- use the clipboard editor to manage multiple data selections.
- customize bullets.



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INTERNET

The learner will

- understand the basic composition of the Internet.
- name the parts of the web browser window.
- add favorites.
- visit a website from the history list.
- visit a website by typing in the address.
- navigate through a website to find answers to questions.
- use a search engine for a simple search.

KEYBOARDING

The learner will

- follow the rules of correct keyboarding technique, e.g., sit up straight, don't watch hands.
- touch-type a minimum of 15 words per minute.
- recognize the use of special keys, e.g., tab, CAPS LOCK, Num Lock.