



FIFTH 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.
- explain the advantages and disadvantages of 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 and recognize how computers can be used as a tool in other subject areas, e.g., graphing.
- start, end, minimize, maximize, resize and tile program windows.
- describe the different sizes of computers, e.g., desktop, laptop, palmtop, and explain the advantages and disadvantages of each.
- use the clipboard within a program and between programs.
- 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 using correct naming technique.
- develop a folder hierarchy to stay organized electronically.
- retrieve a file from their folder hierarchy.
- explain the difference between Save and Save As and give sample scenarios of when each should be used.
- explain the advantages and disadvantages of hard disks, floppy disks, CD ROM disks and memory sticks.
- recognize the file icons and associate the icons with the related software.
- copy a file from the shared folder on one machine to their individual file hierarchy.

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 advanced features of headers and footers to documents, e.g., custom page numbers, path and filename.
- explain and use proper character spacing and punctuation rules.
- change line spacing within a paragraph or within an entire document.
- center, left-align and right-align text.
- move efficiently through a document using the special keys, e.g., End, Page Up.
- 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.
- turn toolbars on and off, float and anchor toolbars.
- recall and use popular keyboard shortcuts, e.g., Control+2, Control+A, Control+Enter.
- understand hard and soft returns and hard and soft page breaks.
- customize bullets.



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DESKTOP PUBLISHING

The learner will

- identify the icons of the Microsoft Publisher screen.
- recognize the use of most of the icons on the standard, formatting and picture toolbars.
- link text between text boxes on different pages.
- recognize the differences between desktop publishing programs and word processing programs.
- list publication types that can be created in a desktop publishing program.
- create business cards, greeting cards, letterheads, envelopes, calendars and gift certificates.
- design an address for a fictitious business in proper address format.
- group and layer objects.
- align objects using the layout guides and snap to grid feature.
- use custom colors and fill effects.
- create and modify tables, e.g., insert rows, merge cells, shade cells.
- insert graphics (both clip-art and pictures).

INTERNET

The learner will

- understand the basic composition of the Internet and recognize its vast and diverse nature.
- identify that not all websites are credible and begin to develop a sense of what constitutes a credible website.
- 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.
- list popular search engines.
- use a search engine for a search with Boolean operators.

KEYBOARDING

The learner will

- follow the rules of correct keyboarding technique, e.g., sit up straight, don't watch your hands.
- touch-type a minimum of 20 words per minute.
- recognize the use of special keys, e.g., tab, CAPS LOCK, Num Lock.