



ST. BARBARA SCHOOL

"Values for a Lifetime"

Subject: Computers	1 st	2 nd	3 rd	4 th -8 th Grades
Kindergarten	1st	2nd	3rd	4th -8th Grades
Operating Rules Clean hands Food drink not allowed Respect for others work & space Listening to directions Body posture	Operating Rules Clean hands Food drink not allowed Respect for others work & space Listening to directions Body posture	Operating Rules Clean hands Food drink not allowed Respect for others work & space Listening to directions Body posture	Operating Rules Clean hands Food drink not allowed Respect for others work & space Listening to directions Body posture	Operating Rules Clean hands Food drink not allowed Respect for others work & space Listening to directions Body posture
Skills	Skills	Skills	Skills	Skills
<u>Mouse Control</u>	<u>Mouse Control</u>	<u>Mouse Control</u>	<u>Mouse Control</u>	<u>Mouse Control</u>
-Hand position -Reposition mouse -Single click/enter	-Hand position -Reposition mouse -Single click/enter	-Hand position -Reposition mouse -Single click/enter	-Hand position -Reposition mouse -Single click/enter	-Hand position -Reposition mouse -Single click/enter
<u>Parts of the computer</u>	<u>Parts of the computer</u>	<u>Parts of the computer</u>	<u>Parts of the computer</u>	<u>Parts of the computer</u>
-Monitor -Keyboard -Mouse -Speakers -Headphones -CPU/System Unit -Printer	-Monitor -Keyboard -Mouse -Speakers -Headphones -Scanner -CPU/System Unit -Printer	-Monitor -Keyboard -Mouse -Speakers -Headphones -Scanner -CPU/System Unit	-Right click to shortcuts <u>Parts of the computer</u> -Monitor -Keyboard -Mouse -Speakers -Headphones -Scanner -CPU/System Unit	-Right click to shortcuts <u>Parts of the computer</u> -Monitor -Keyboard -Mouse -Speakers -Headphones -Scanner -CPU/System Unit
<u>Opening and Closing programs</u>	<u>Opening and Closing programs</u>	<u>Opening and Closing programs</u>	<u>Opening and Closing programs</u>	<u>Opening and Closing programs</u>
Light keyboarding / letter & number recognition	Light keyboarding / letter & number recognition	Light keyboarding / letter & number recognition	Light keyboarding / letter & number recognition	Light keyboarding / letter & number recognition
Vocabulary	Vocabulary	Vocabulary	Vocabulary	Keyboarding
Computer Desktop Enter Exit Monitor Mouse Mouse Pad	Computer Desktop Enter Exit	Computer Desktop Enter Exit	Computer Desktop Enter Exit	- Proper hand position - Proper posture - Accuracy and speed assessment



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File Print Software KidPix Microsoft Word Jumpstart Kindergarten Paint	Icon Monitor Mouse Mouse Pad File Folder Document Cursor Internet CD-Rom Insert Scanner Print Software KidPix Microsoft Word Microsoft Powerpoint Paint Jumpstart -Reading -Math -Internet Explorer	- Shift Font - Color - Size - Bold, Italic, Underline - Justification (Left, Center, Right, and Justify) File Menu - Locating folder - Saving files - Printing files Internet Skills - Favorites - Back, Forward, Refresh, & Home keys. - Safety - Cyber Bullying Vocabulary - Network - Minimize - Maximize - Restore - Favorites - CD - Flash Drive - Scanner Software - Microsoft Word - Power Point - Paint - Interactive Typing	- Backspace - Shift - Color - Size - Bold, Italic, Underline - Justification (Left, Center, Right, and Justify) - Cut, Copy, Paste - Undo - Spell check File Menu - Locating folder - Saving files - Printing files - Print Preview - Page layout - Page Orientation (portrait of landscape) View Menu - Header - Footer - Toolbars - Proper spacing and punctuation - Select all - Line spacing - Tabs - Shortcuts Multiple windows - Resizing - Tiling	- Spacebar - Arrow keys - Delete key - Caps lock - Backspace Font - Shift - Color - Size - Bold, Italic, Underline - Justification (Left, Center, Right, and Justify) - Cut, Copy, Paste - Undo - Spell check File Menu - Locating folder - Saving files - Printing files - Print Preview - Page layout - Page Orientation (portrait of landscape) View Menu - Header - Footer - Toolbars - Proper spacing and punctuation - Select all - Line spacing
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		<ul style="list-style-type: none">- Internet Explorer	<p>Internet Skills</p> <ul style="list-style-type: none">- Favorites- Back, Forward, Refresh, & Home keys.- Safety- Cyber Bullying <p>Software</p> <ul style="list-style-type: none">- Microsoft Word- Power Point- Paint- Interactive Typing- Internet Explorer	<ul style="list-style-type: none">- Tabs- Shortcuts <p>Multiple windows</p> <ul style="list-style-type: none">- Resizing- Tiling <p>Internet Skills</p> <ul style="list-style-type: none">- Favorites- Back, Forward, Refresh, & Home keys.- Safety- Cyber Bullying- Web page creation <p>Software</p> <ul style="list-style-type: none">- Microsoft Word- Power Point- Paint- Interactive Typing- Internet Explorer- Microsoft FrontPage
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