

Longview ISD K-12 Technology Scope and Sequence
Technology Curriculum Skills
2nd Grade

Skills in red are to be introduced. All other skills are to be reinforced.

Basic Computer Skills

- B1 Comply with District AUP - student and parent signs AUP and is kept on file in computer lab or other designated location (TA TEKS 3A, 3B)
- B2 Demonstrate appropriate use of mouse to point, click, double click and click and drag (TA TEKS 2A)
- B3 Demonstrate appropriate use of keyboard, monitor, printer, speakers, headphones (TA TEKS 2A)
- B4 Respect others work (TA TEKS 3A, 3B)
 - 1. Do not copy others work
 - 2. Do not destroy others work
- B5 Work as a part of a group using technology (TA TEKS 8A)
- B6 **Respect copyright laws (TA TEKS 3A, 3B)**
 - 1. **Do not copy commercial software**
 - 2. **Do not plagiarize information from print or electronic resources**

File and Resource Management

- F1 Understand and use the following terminology: (TA TEKS 1A, 1C, 2A)
 - 1. Monitor
 - 2. CPU
 - 3. Keyboard
 - 4. Printer
 - 5. Login
 - 6. Password
 - 7. On-line
 - 8. Network
 - 9. Home Directory (H Drive)
- F2 **Demonstrate the appropriate use for the following keys: (TA TEKS 2A)**
 - 1. **Tab**
 - 2. **ESC**
 - 3. **Shift**
 - 4. **Arrow keys**
 - 5. **Backspace**
 - 6. **Delete**
 - 7. **Enter**
- F3 **Demonstrate the ability to open, close and restore windows (TA TEKS 1A, 1B)**
- F4 Demonstrate the ability to name a file and save a file to a designated location such as the H drive (TA TEKS 1A, 1C)

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- F5 Demonstrate the ability to locate, open and close a saved file (TA TEKS 1A, 1B)
- F6 Demonstrate the ability to locate and use items on a menu bar such as PRINT and SAVE or SAVE AS (TA TEKS 1A, 1B)
- F7 Demonstrate the ability to locate files saved in a variety of directories on our network (TA TEKS 4B)
- F8 **Demonstrate the ability to locate information on the Internet using a keyword search (TA TEKS 4B)**

Keyboarding

- K1 Use correct posture (TA TEKS 2B)
- K2 Demonstrate the ability to recognize letters on keyboard as capital letters (TA TEKS 2B, 2C)
- K3 Understand and use SHIFT key to capitalize letters on the computer (TA TEKS 2B, 2C)
- K4 Demonstrate the ability to locate letters on the left side of the keyboard with the left hand and letters on the right side of the keyboard with the right hand (TA TEKS 2B, 2C)
- K5 Demonstrate the correct fingering for letters, punctuation, shift, spacebar and enter (TA TEKS 2B, 2C)
- K6 Use correct spacing between words and punctuation (TA TEKS 2C)
- K7 **Use both hands correctly on the home row building keyboarding speed and accuracy from 5-10 wpm (TA TEKS 2B, 2C)**
- K8 **Practice keyboarding skills by creating original word processing documents (TA TEKS 2D, 2E)**

Graphics and Publishing

- G1 Create objects using a draw or paint program (TA TEKS 7A, 10A, 10B)
- G2 Demonstrate the ability to add a graphic object to another document such as a word processing document or presentation document (TA TEKS 5A, 10A, 10B)
- G3 **Demonstrate the ability to select an appropriate font, change a font, font size and font color (TA TEKS 10A)**

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- G4 Demonstrate the ability to resize a graphic (TA TEKS 10A 10B)
- G5 Demonstrate the ability to add text boxes to draw, paint or other types of documents (TA TEKS 10A, 10B)

Word Processing

- WP1 Produce word processing documents at the computer, proofread and correct errors (TA TEKS 2D)
- WP2 Demonstrate the ability to add a graphic object to a word processing document (TA TEKS 5A)
- WP3 Demonstrate the ability to select an appropriate font and add styles such as bold, underline, etc. as needed (TA TEKS 10A)
- WP4 Demonstrate the ability to use paragraph attributes such as indent and text alignment (TA TEKS 2E)
- WP5 Use correct spacing between words and following punctuation (TA TEKS 2E)
- WP6 Demonstrate the ability to use the spell check feature of a word processing program (TA TEKS 9A)

Spreadsheets

No Spreadsheet skills introduced

Database

- D1 Demonstrate the ability to access and use an existing database (TA TEKS 4A, 4B, 5A, 5B, 6A, 6B, 8B)
 - 1. Use library electronic catalog
 - 2. Use CD or Internet encyclopedia

Internet

- I1 Demonstrate the ability to perform a keyword search using the Internet (TA TEKS 4A, 4B)
- I2 Demonstrate the ability to acquire information from the Internet for appropriate use in a project (TA TEKS 4A, 4B, 5A)
 - 1. Text
 - 2. Graphics

Multimedia Software

- M1 Use age-appropriate multimedia software to reinforce subject specific skills (1A, 7A)

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Presentation Tools

- P1 Determine the target audience and purpose of a presentation (TA TEKS 10A)
- P2 Use some method of storyboarding ideas prior to creating a presentation (TA TEKS 7B)
 - 1. Use Kidspiration/Inspiration
 - 2. Use index cards
 - 3. Use a paper template
- P3 Use a variety of multimedia devices: (TA TEKS 2A, 5A)
 - 1. Microphone
 - 2. Digital camera
- P4 Demonstrate the ability to create a linear presentation (TA TEKS 7A, 7B, 11A, 11B)
 - a. Kid Pix Slide Show
 - b. AppleWorks Slide Show
 - c. HyperStudio Slide Show
 - d. PowerPoint Slide Show
- P5 Include multimedia items in original presentations such as: (TA TEKS 5A, 7A, 7B)
 - a. Clip art
 - b. Pictures b. Pictures
 - c. Sounds
 - d. Recorded voice
- P6 Evaluate a presentation using a rubric, checklist, timeline, or other evaluation tool (TA TEKS 9B, 12B)
- P7 Demonstrate appropriate use of layout attributes (TA TEKS 10A)
 - 1. Font attributes
 - 2. Color
 - 3. White space