Longview ISD K-12 Technology Scope and Sequence
Technology Curriculum Skills
3rd 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 Work as a part of a group using technology (TA TEKS 8A)

☐ B3 Respect copyright laws (TA TEKS 3A, 3B)

  1. Do not copy commercial software
  2. Do not plagiarize information from print and electronic resources

☐ B4 Demonstrate the ability to determine which productivity tool to use for a project (TA TEKS 6C, 7B)

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, 1E

☐ 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 Maintain an electronic portfolio in the H drive (TA TEKS 12A)

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☐ F8 Demonstrate the ability to locate files saved in a variety of directories on our network (TA TEKS 4B)

☐ F9 Demonstrate the ability to navigate the Internet using a web browser such as Netscape or Internet Explorer (TA TEKS 4B)

Keyboarding

☐ K1 Use correct posture (TA TEKS 2B)

☐ K2 Understand and use SHIFT key to capitalize letters on the computer (TA TEKS 2B, 2C)

☐ K3 Demonstrate the correct fingering for letters, punctuation, shift, spacebar and enter (TA TEKS 7C, 10A, 10B)

☐ K4 Apply correct spacing after words and punctuation (TA TEKS 2C)

☐ K5 Keyboard using the correct fingers with a minimum of 5 wpm (TA TEKS 2B, 2C, 2F)

☐ K6 Practice keyboarding by creating original documents using word processing (TA TEKS 2D, 2E)

Graphics and Publishing

☐ G1 Create original art using a draw or paint program (TA TEKS 7A, 7C, 10A, 10B)

☐ G2 Demonstrate the ability to insert graphics into a document (TA TEKS 1D, 5!, 10A, 10B)

☐ G3 Demonstrate the ability to appropriately apply font color and size (TA TEKS 10A, 10B)

☐ G4 Demonstrate the ability to resize graphics (TA TEKS 7C, 10A, 10B)

☐ G5 Demonstrate the ability to apply cut, copy, paste and move functions in an electronic document (TA TEKS 7A, 7B, 7C)

☐ G6 Demonstrate the ability add and manipulate text boxes (TA TEKS 7C, 10A, 10B)

☐ G7 Demonstrate the ability to rotate, duplicate, group and align graphic objects (TA TEKS 7C, 10A, 10B)

☐ G8 Demonstrate the ability to capture and use images from electronic resources (TA TEKS 3B, 5A)

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Word Processing

☐ WP1   Demonstrate the ability to correct errors in a document produced electronically (TA TEKS 2D)

☐ WP2   Demonstrate the ability to apply appropriate font attributes, such as: bold, italics, underline, size and color (TA TEKS 10A, 10B)

☐ WP3   Demonstrate the appropriate use of tab to indent and text alignment (TA TEKS 2E)

☐ WP4   Demonstrate the ability to use spell check (TA TEKS 2E, 9A)

☐ WP5   Demonstrate the ability to apply the wrap text feature with graphics in a word processing document (TA TEKS 10B)

☐ WP6   Demonstrate the ability to use reference tools available in a word processing document for example, thesaurus (TA TEKS 5B, 9A)

Spreadsheet

☐ S1   Demonstrate the ability to read and understand data presented in a spreadsheet (TA TEKS 7B, 10C)

☐ S2   Demonstrate the ability to use spreadsheet data to create a graph (TA TEKS 7B, 10C)

☐ S3   Demonstrate the ability to make changes to data in a spreadsheet (TA TEKS 7B, 10C)

Database

☐ D1   Demonstrate the ability to use a database (TA TEKS 4A, 5A, 5B, 6A-C, 7B

Internet

☐ I1   Demonstrate the ability to follow links provided by a teacher-created jump page (TA TEKS 6A, 6B)

☐ I2   Demonstrate the ability to do keyword searches for locating information on the Internet (TA TEKS 4A, 4B)

Multimedia Software

☐ M1   Use age-appropriate multimedia software to reinforce subject specific skills (TA TEKS 7A, 8B)

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Presentation Tools

☐ P1   Demonstrate the ability to plan a presentation (TA TEKS 7B)

☐ P2   Demonstrate the ability to complete a linear presentation incorporating such items as clip art, etc. (TA TEKS 7A-C, 11A, 11B)

☐ P3   A rubric will be used to evaluate student presentation projects (TA TEKS 9B, 12B, 12C)

☐ P4   Demonstrate the ability to apply layout features, such as font attributes, color, sounds, graphics, etc (TA TEKS 10A, 10B)

☐ P5   Demonstrate the ability to identify a target audience and purpose for a multimedia presentation (TA TEKS 10A, 10B)