Longview ISD K-12 Technology Scope and Sequence
Technology Curriculum Skills
5th 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)
- 1. Demonstrate appropriate computer etiquette
- 2. Respect privacy of all users outlined in the LISD AUP

☐ B4

Respect copyright laws (TA TEKS 3A, 3B)
- 1. Do not copy commercial software
- 2. Do not plagiarize information from print and electronic resources

☐ B5 Identify the functions of computer productivity software and select the appropriate tool for assignments (TA TEKS 6C, 7B)
- 1. Word Processing
- 2. Draw
- 3. Paint
- 4. Database
- 5. Spreadsheet

File and Resource Management

☐ F1

Understand and use network terminology: (TA TEKS 1A, 1C, 2A)
- 1. Login
- 2. Password
- 3. On-line
- 4. Network
- 5. Home directory (H Drive)
- 6. Local Area Network (LAN)

☐ 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 key
- 7. Enter
- 8. Alt key
- 9. Ctrl

☐ F3

Use basic computer management skills (TA TEKS 1A, 1B, 1E)
- 1. Demonstrate the ability to open, close and restore windows
- 2. Demonstrate ability to access and save to multiple directories
- 3. Demonstrate the ability to manage files (saving, retrieving, organizing, especially in the H drive, creating an electronic portfolio

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	F4	Demonstrate the ability to use BACK, FORWARD buttons and GO menu to navigate on the Internet (TA TEKS 4B)
	F5	Demonstrate the ability to access information/files from multiple directories (TA TEKS 1A, 1E)

Keyboarding

	K1	Use correct posture (TA TEKS 2B)
	K2	Demonstrate correct fingering for letters, punctuation, shift, spacebar, and enter (TA TEKS 7C, 10A, 10B)
	K3	Keyboard 10 wpm or faster (TA TEKS 2B, 2C, 2F)
	K4	Practice keyboarding skills by creating original word processing documents (TA TEKS 2D, 2E)

Graphics and Publishing

	G1	Insert graphics (original or canned) into a variety of document types (TA TEKS 1D, 5A, 10A, 10B)
	G2	Demonstrate the ability to use a paint program (TA TEKS 7A, 7C, 10A, 10B)
	G3	Demonstrate the ability to use a draw program (TA TEKS 7A, 7C, 10A, 10B)
	G4	Demonstrate appropriate use of fonts, font sizes, and font colors in a variety of document types. (TA TEKS 10A, 10B)
	G5	Demonstrate ability to resize a graphic for appropriate fit in a document (TA TEKS 7C, 10A, 10B)
	G6	Demonstrate appropriate use of cut, copy, paste and move functions as applied to graphics (TA TEKS 7A, 7B, 7C)
	G7	Demonstrate the ability to rotate, duplicate, group, and align objects/pictures (TA TEKS 7C, 10A, 10B)
	G8	Demonstrate the ability to capture and use images from electronic resources and the Internet (TA TEKS 3B, 5A)

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Word Processing

☐ WP1   Create and save a new document (TA TEKS 2D)

☐ WP2   Proofread and correct errors on a saved document (TA TEKS 2D)

☐ WP3   Use the electronic spell checker (TA TEKS 2E, 9A)

☐ WP4   Use online reference tools, such as the thesaurus (TA TEKS 5B, 9A)

☐ WP5   Insert a graphic using the text wrap feature of a word processor (TA TEKS 10B)

Spreadsheets

☐ S1

Use spreadsheet data to create a graph (TA TEKS 7B, 10C)
1. Choose appropriate graph type (TA TEKS 7B, 10C)
2. Label x and y axes
3. Title graph
4. Define critical attributes of graph
5. Copy and paste a graph from one application to another

☐ S2

Modify an existing spreadsheet (TA TEKS 7B, 10C)
1. Change values
2. Change column, row formatting

☐ S3

Collect data and enter into a spreadsheet (TA TEKS 7B, 10C)
1. Identify intended use of data
2. Determine row and column formatting
3. Enter labels, values and formulas as needed

Database

☐ D1

Use an existing database (TA TEKS 4A, 5A, 5B, 6A-C, 7B)
1. Use library electronic catalog
2. Use an encyclopedia

☐ D2   Add records (TA TEKS 4A, 5A, 5B, 6A-C, 7B)

☐ D3   Sort records (TA TEKS 4A, 5A, 5B, 6A-C, 7B)

☐ D4   Search for specific data (TA TEKS 4A, 5A, 5B, 6A-C, 7B)

Internet

☐ I1   Perform keyword searches using several different Internet search engines to locate information about a specific topic (TA TEKS 4A, 4B)

☐ I2   Acquire the following types of data from the Internet (TA TEKS 4A, 4B, 5A)
  1.   Graphics
  2.   Audio
  3.   Video

☐ I3
      Evaluate the acquired Internet data for appropriate use in projects
      1.   Sources
      2.   Use only if data clearly enhances project or helps explain meaning

Multimedia Software

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

Presentation Tools

☐ P1   Determine target audience and purpose of a presentation (TA TEKS 10A, 11B)

  P2   Use some method of storyboarding ideas prior to preparing a presentation (TA TEKS 7B)
      1.   Create outline/diagram using a word processor or Inspiration/Kidspiration
      2.   Create sample cards (slides) on index cards or a blank paper template, or template on computer

☐ P3   Incorporate the use of a variety of multimedia devices while creating an original presentation (TA TEKS 2A, 5A)
      1.   Microphone ! recording original sounds or speaking voice
      2.   Scanner — scan images for inclusion into presentation
      3.   Digital camera — use pictures captured from digital camera
      4.   CD-ROM — capture pictures, text, videos from CD resources

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☐ P4   Include multimedia items in original presentations such as: (TA TEKS 5A, 7A-C)
1.   Clip art
2.   Pictures
3.   Sounds
4.   Video

☐ P5

Demonstrate appropriate use of layout attributes (TA TEKS 10A, 10B)
1.   Font color, style
2.   White space
3.   Multimedia selection and placement

☐ P6   Evaluate a presentation using a rubric, checklist, or timeline, or other evaluation tool (TA TEKS 9B, 12B, 12C)

☐ P7   Practice presentation skills for audience (posture, delivery skills) (TA TEKS 7A-C, 11A, 11B)

☐ P8   Deliver presentation to an audience (TA TEKS 7A-C, 11A, 11B)