

## Computer/Technology Skills - Grade 2

### Focus Areas

- Using technology in the community
- Respecting the computer work of others
- Observing online resource
- Using electronic database to locate information
- Responsible care of resources
- Building word processing skills
- Collecting, sorting, and displaying data
- Exploring multimedia tools
- Using drawing tools

**Strands:** 1= Societal/Ethical Issues; 2 = Database; 3 = Spreadsheet; 4= Keyboard Utilization/Word Processing/Desk Top Publishing; 5 = Multimedia/Presentation; 6 = Telecommunications/Internet

**COMPETENCY GOAL 1: The learner will understand important issues of a technology-based society and will exhibit ethical behavior in the use of computer and other technologies.**

### Objectives:

- 1.01 Identify, discuss and visually represent uses of digital technology in the community (e.g., bar code scanners, handhelds, mobile phones, optical storage devices, GPS's). 1
- 1.02 Demonstrate correct use of common technology terms (e.g., hardware, software, CD, hard drive). 1
- 1.03 Identify and discuss appropriate and safe behaviors online. 1
- 1.04 Recognize individual's rights of ownership of created works. 1
- 1.05 Identify and discuss print and electronic databases (e.g., phone book, automated circulation system, CD-ROM encyclopedias) as a way to collect, organize, and display data. 2
- 1.06 Identify and discuss terms/concepts sort, search/filter, keyword using electronic databases (e.g., automated circulation system, electronic encyclopedias). 2
- 1.07 Identify spreadsheets as a tool to organize, calculate, and graph data to make predictions. 3
- 1.08 Identify and discuss spreadsheet terms/concepts (e.g., sort, classify, line graphs). 3
- 1.09 Recognize an individual's rights of ownership to computer-generated work. 4
- 1.10 Identify and use multimedia terms/concepts (e.g., storyboard, linear/sequential, audio/video clips, images). 5

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- 1.11 Identify and discuss issues (e.g., personal information, images, appropriateness and accuracy of information) to consider in selection and use of materials for multimedia projects. 5
- 1.12 Identify terms/concepts (e.g., online, browser, navigation, resources, web address, webpage, weblinks). 6
- 1.13 Identify responsible and safe online behavior and discuss why it is important. 6
- 1.14 Identify online resources as the work of individuals/groups/companies and discuss why citing resources is necessary. 6
- 1.15 Identify and discuss telecommunications/Internet as a tool for communication and collaboration as a class. 6

### **COMPETENCY GOAL 2: The learner will demonstrate knowledge and skills in the use of computer and other technologies.**

#### **Objectives:**

- 2.01 Recognize, discuss and use the features/functions of computing devices (e.g., creating, retrieving, saving, printing data). 1
- 2.02 Use prepared electronic database (e.g., automated circulation, CD-ROM encyclopedias, NC Wise OWL) as a class/group activity to conduct keyword search/filters to meet information needs. 2
- 2.03 Enter/edit data in a prepared spreadsheet as a class/group and observe the changes that occur to make predictions. 3
- 2.04 Use spreadsheet software in content areas to enter, display, and identify sources of data as a class. 3
- 2.05 Recognize, discuss, and use word processing as a tool to enter/edit, print, and save assignments. 4
- 2.06 Use and discuss basic word processing terms/concepts (e.g., desktop, menu/tool bar, document, text). 4
- 2.07 Identify and use correct finger placement for home row keys. 4
- 2.08 Identify and use menu/tool bar features/functions in word processing documents. 4
- 2.09 Identify and use multimedia tools to combine text and graphics as a class/group assignment. 5
- 2.10 Identify, discuss, and cite resources for a class/group multimedia project.
- 2.11 Modify/edit an existing linear/sequential multimedia story to include student narration as a class/group activity. 5
- 2.12 Use teacher-selected Internet resources to locate, discuss, and compare information about your local community as a class/group. 6