

## Computer/Technology Skills - Grade 3

### Focus Areas

- Awareness of Copyright Law
- Responsible and safe use of resources
- Exploring information technologies
- Building word processing techniques
- Using multimedia tools
- Exploring spreadsheets

**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 chart uses of technology in the community (e.g., farmers, grocery, restaurant, veterinarian, medical and emergency services). 1
- 1.02 Identify the function of common computing devices (e.g., input, output, processing). 1
- 1.03 Recognize, discuss, and use responsible and safe behavior in the use of technology resources. 1
- 1.04 Demonstrate knowledge of individual's rights of ownership of created works by citing sources. 1
- 1.05 Identify, discuss, and visually represent uses of databases in the community (e.g., school, grocery, pharmacy, business) to collect, organize, and display information. 2
- 1.06 Identify, discuss, and use database terms (e.g., data entry, field, record, list, sort, search/filter, keyword). 2
- 1.07 Recognize spreadsheets as a tool to organize, calculate, and graph information to make predictions. 3
- 1.08 Identify and discuss spreadsheet terms/concepts (e.g., cell, column, row, values, labels, chart, graph). 3
- 1.09 Identify and use formatting terms/concepts (e.g., font size/style, line spacing, margins, italic). 4
- 1.10 Recognize that Copyright Laws protect creative works of individuals/groups/companies. 4

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- 1.11 Identify and discuss guidelines for media (e.g., personal information, images, content, language) to consider in developing multimedia projects as a class. 5
- 1.12 Identify and discuss Copyright and Fair Use Guidelines as a class. 5
- 1.13 Identify and discuss use of rubrics to define and evaluate elements (e.g., content, purpose, usefulness) of class multimedia projects. 5
- 1.14 Identify, discuss, and use terms/concepts (e.g., web browser, URL, keyword, search engine, weblinks). 6
- 1.15 Recognize, discuss, and demonstrate responsible and safe online behavior as a class/group. 6
- 1.16 Cite sources of information (print and nonprint) for a class project. 6
- 1.17 Identify and discuss collaborative tools (e.g., email, messaging, videoconferencing). 6

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

##### **Objectives:**

- 2.01 Select and use appropriate features and functions of hardware and software for class assignments. 1
- 2.02 Discuss and select appropriate technology tools (e.g., probeware, digital cameras, handhelds) to collect, analyze, and display data. 1
- 2.03 Use prepared databases to search/filter and sort alphabetically/numerically in ascending/descending order. 2
- 2.04 Modify prepared databases to enter/edit additional information and cite the source. 2
- 2.05 Plan, discuss, and use keyword search/filter using one criterion in prepared databases. 2
- 2.06 Enter/edit data in a prepared spreadsheet to perform calculations. Identify and discuss the changes that occur as a class/group. 3
- 2.07 Demonstrate correct finger placement for home row keys. 4
- 2.08 Use menu/tool bar functions (e.g., font size/style, line spacing) to format and change the appearance of word processing documents as a class/group. 4e
- 2.09 Identify, discuss, and use multimedia tools (e.g., capture, create, edit, publish). 5
- 2.10 Modify/edit an existing multimedia project to include branching and identify added sources as a class. 5
- 2.11 Investigate teacher-selected Internet resources about communities; discuss and compare findings for usefulness as a class. 6

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**COMPETENCY GOAL 3: The learner will use a variety of technologies to access, analyze, interpret, synthesize, apply, and communicate information.**

**Objectives:**

- 3.01 Recognize, discuss, and use graphs to display and interpret data in prepared spreadsheets; identify and cite sources. 3
- 3.02 Enter/edit data in a prepared spreadsheet to perform calculations and determine which graph best represents the data as a class/group. 3
- 3.03 Use word processing as a tool to write, edit, and publish sentences, paragraphs, and stories. 4
- 3.04 Identify, discuss, and use multimedia to present ideas/concepts/information in a variety of ways as a class. 5

