Santa Ana Unified School District
Technology Goals & Benchmarks - Grade 5 Checklist
This check list is a MS Word form.
Click in the gray areas to type text. Click in the boxes to make x's.

Last Name_____ First Name _____ ID # _____

Goals	Benchmarks	Date Mastered
Goal 1: Demonstrate basic computer skills.	☐Restart a frozen computer	
	☐Perform basic trouble shooting procedures (check for loose cables, power)	
Goal 3: Understands and can use the Internet.	☐Set the Home Page for a browser	
	☐Navigate between multiple browser windows	
	☐Create a website that consists of at least two pages	
	☐Explain terminology related to network access and use	
	☐Compose, address, and send electronic mail	
	☐Read and reply to electronic mail	
	☐Use appropriate etiquette when sending and responding to electronic mail	
	☐Upload a file to a network	
Goal 4: Use developmentally appropriate keyboard skills.	☐Touch type at rate faster than handwriting rate (20 to 30 words per minute)	
Goal 5: Demonstrate word processing skills**.**	☐Insert headers and footers	
	☐Insert page breaks	
	☐Enter and modify page numbers	
	☐Make numbered or bulleted lists	
	☐Create and import spreadsheet files and graphs into a word processing document	

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Goals	Benchmarks	Date Mastered
Goal 6: Design and create multimedia projects using a variety of sources.	☐ Use slide transitions to enhance a presentation	
	☐ Insert graphs into a slide	
Goal 7: Demonstrate the use of a spreadsheet.	☐ Copy a chart made in a spreadsheet and paste it into a word processing document	
	☐ Write a formula algebraically	
	☐ Use the autosum function	
	☐ Insert or delete rows and columns	
Goal 9: Demonstrate Information Literacy Skills.	☐ Select appropriate information resources to use in the media center	
	☐ Conduct advance Internet searches incorporating key words and phrases	
Goal 10: Demonstrate the use of desktop publishing fundamentals	☐ Create a single page newsletter with 2 or 3 columns which contains graphics	
	☐ Write a friendly letter using a stationary template	

Note: No benchmarks for Goal 8 for this grade level.