Technology Goals & Benchmarks - Grade 4 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 # _____

Teacher: _____ School: _____

Goals	Benchmarks	Date Mastered
Goal 1: Demonstrate basic computer skills.	☐ Make and organize folders on the desktop	
	☐ Find a "lost" file in the computer	
Goal 2: Use painting and drawing tools.	☐ Export graphic made in a draw program to another program	
Goal 3: Understands and can use the Internet.	☐ Identify the structure of a website including home page and hyperlinks	
	☐ Create a simple webpage with links	
	☐ Demonstrate an understanding of network etiquette	
Goal 4: Use developmentally appropriate keyboard skills.	☐ Apply formal keyboarding skills (using both hands and both sides of keyboard, thumb on spacebar)	
	☐ Touch type the alphabet	
	☐ Touch type at speed equal to handwriting rate (10 to 15 words per minute)	
Goal 5: Demonstrate word processing skills**.**	☐ Use the spell check function to check a specific word in a document	
	☐ Move and copy text and graphics between two word processing documents	
	☐ Change the margins of a document	
	☐ Create columns	
	☐ Insert and format clipart and photos	

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

Santa Ana Unified School District
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Goals	Benchmarks	Date Mastered
Goal 6: Design and create multimedia projects using a variety of sources.	☐ Create a non-linear presentation with pages interconnected by hyperlinks	
	☐ Animate text and graphics to enhance a presentation	
	☐ Import music and sound effects	
Goal 7: Demonstrate the use of a spreadsheet.	☐ Format text and numbers in a cell	
	☐ Modify the alignment of cells, rows, and columns	
	☐ Modify the size of rows and columns	
	☐ Create bar and pie charts from spreadsheet data	
	☐ Modify titles, colors, and legends for charts	
Goal 9: Demonstrate Information Literacy Skills.	☐ Conduct research by focusing on specific questions to be answered	
	☐ Use the atlas, timeline, and gallery functions of an online or electronic encyclopedia	
	☐ Conduct a single field word search and a Boolean search using a CD-ROM and/or the Internet	
	☐ Capture information from a reference CD-ROM and/or the Internet and transfer it to a word processing document	
	☐ Obey copyright law and Fair Use provisions	
	☐ Cite resources using a simplified APA or MLA style	
Goal 10: Demonstrate the use of desktop publishing fundamentals	☐ Create a tri-fold brochure incorporating text and graphics	