



# Technology Goals & Benchmarks - Grade 3 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
<b>Goal 1:</b> Demonstrate basic computer skills.	<input type="checkbox"/> Make a folder on the desktop	
	<input type="checkbox"/> Save a document to a specific folder	
<b>Goal 2:</b> Use painting and drawing tools.	<input type="checkbox"/> Apply special effects to a graphic such as rotate, stretch, or shrink	
	<input type="checkbox"/> Change the fill(color and/or pattern) of a shape	
	<input type="checkbox"/> Duplicate an object	
<b>Goal 3:</b> Understands and can use the Internet.	<input type="checkbox"/> Bookmark a web page	
	<input type="checkbox"/> Go to a web page on the bookmark list	
	<input type="checkbox"/> Save a graphic from a webpage	
<b>Goal 4:</b> Use developmentally appropriate keyboard skills.	<input type="checkbox"/> Properly uses the enter/return key	
<b>Goal 5:</b> Demonstrate word processing skills.	<input type="checkbox"/> Change the alignment	
	<input type="checkbox"/> Format text using different fonts, text size, and styles	
	<input type="checkbox"/> Make accented letters and ñ	
	<input type="checkbox"/> Copy and paste text	
	<input type="checkbox"/> Spell check an entire document	
<b>Goal 6:</b> Design and create multimedia projects using a variety of sources.	<input type="checkbox"/> Plan and create a linear sequence which tells a story using text, graphics, and sound	
	<input type="checkbox"/> Insert graphics from the Internet	
	<input type="checkbox"/> Use the slide sorter to rearrange slides	



Santa Ana Unified School District

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Goals	Benchmarks	Date Mastered
<b>Goal 7:</b> Demonstrate the use of a spreadsheet.	<input type="checkbox"/> Identify the parts of a spreadsheet	
	<input type="checkbox"/> Move to and select specific cells in a spreadsheet	
	<input type="checkbox"/> Use the fill function for cells in a spreadsheet	
	<input type="checkbox"/> Add new text or numbers to a spreadsheet	
	<input type="checkbox"/> Save and open an updated spreadsheet	
<b>Goal 9:</b> Demonstrate Information Literacy Skills.	<input type="checkbox"/> Use a subject directory to find information about basic subjects	
	<input type="checkbox"/> Make a basic citation for information found on the Internet	
<b>Goal 10:</b> Demonstrate the use of desktop publishing fundamentals	<input type="checkbox"/> Word process and illustrate a story	

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