Fourth Grade
The student will demonstrate all Kindergarten through Third Grade competencies and:

- Utilize and care for peripheral devices.
- Perform advanced editing and formatting of documents, presentations, and spreadsheets.
- Execute web searches on age-appropriate search engines.
- Create group presentations.

Grade	Standard	Benchmark	METS (3-5)
4	T4:1	Discuss scenarios describing acceptable and unacceptable use of technology and the consequences of inappropriate use. Identify safety precautions that should be taken while online.	2.5, 2.9
4	T4:2	Know how to use and care for basic input/output devices and other peripherals (scanners, digital cameras).	1.4, 1.7
4	T4:3	Demonstrate an understanding of: Input, Output, File Extension, Digital Camera, Scanner, Peripherals, Justification, Ordered List, Bulleted List)	
4	T4:4	Identify and describe the use of file extensions: (.doc, .ppt, .jpg, .gif)	3.2
4	T4:5	Continue maintaining proper hand and body positions on the keyboard while building speed and accuracy through curriculum-related typing activities.	1.5
4	T4:6	Utilize the find and find/replace options as well as the Undo and Redo/Repeat functions.	3.1
4	T4:7	Set appropriate justification of text (left, right center).	3.1
4	T4:8	Create ordered and bulleted lists.	3.2
4	T4:9	Save and import graphics for cross-application use.	3.3, 3.4
4	T4:10	Perform basic research utilizing a variety of electronic resources (databases, age-appropriate web searches, library catalog) on an assigned topic using proper citations.	5.1, 5.3, 5.4
4	T4:10.1	Plan and create a presentation with an intended audience. Select proper slide layouts, styles and colors, and transitions to effectively communicate knowledge of an area of the curriculum.	3.3, 3.4, 4.2, 4.3
4	T4:11	Collaborate with classmates using a variety of technology tools to complete a group project.	3.5
4	T4:12	Complete activities that integrate two or more individual applications and manage multiple open windows.	3.3
4	T4:13	Discuss advantages and disadvantages of technology use in the workplace and society.	2.10, 2.11