Second Grade

The student will demonstrate all Kindergarten and First Grade competencies and:

- Use proper hand, body, and arm posture while typing.
- Type complete sentences.
- Research a topic using teacher-selected websites and age-appropriate electronic databases.
- Utilize personal logins and passwords as well as personal and network drives.
- Perform basic formatting and editing in Word Processing documents and Presentations.
- Navigate menus to increase productivity.

Grade	Standard	Benchmark	METS (K-2)
2	T2:1	Identify, explain, and agree to accept the components of the District Acceptable Use Policy (AUP) and recognize the consequences for failure to do so.	2.4, 2.5
2	T2:1.1	Recognize that using a password helps protect the privacy of information and must not be shared.	2.3
2	T2:1.2	Log in using personal username and password.	1.8
2	T2:2	Demonstrate an understanding of the use of: Electronic Database, Disk drive, Personal Drive, File, Window, Resize, Maximize, Minimize, Print Preview, Cursor, Font, Spell-check, Graphics, Library Catalog.	1.3, 1.5
2	T2:3	Follow procedures for locating, accessing, and saving files on shared drives and personal drives.	1.8
2	T2:4	Open, close, move, and resize windows using icons and menus.	1.8
2	T2:5	Demonstrate an understanding of the arrow keys and number keypad on the keyboard.	1.4
2	T2:6	Use proper hand (home row), body, and arm posture when typing on the keyboard.	1.4
2	T2:6.1	Maintain left- and right- hand positions on the keyboard.	1.4
2	T2:6.2	Be able to accurately type complete sentences (demonstrating knowledge of the use of the shift key for capitalization and punctuation and the spacebar for properly arranging the words in the sentence).	1.4
2	T2:7	Use a variety of technology resources (CD-ROMs, dictionaries, encyclopedias, teacher-selected websites, electronic databases) to locate or collect information relating to a specific topic with teacher assistance.	1.6, 5.2
2	T2:7.1	Interpret simple information from age-appropriate electronic databases with teacher assistance.	5.3
2	T2:8	Use age-appropriate media to communicate to classmates, family members, and others.	4.2
2	T2:9	Perform basic formatting and editing into word processing and presentation projects to aid in the expression of ideas.	3.1
2	T2:10	Insert and modify the properties (size, location, color) of graphics to add to aid in the understanding of ideas.	3.1, 4.3
2	T2:11	Use file and page setup options to create neat, orderly pages and Print Preview to check output before printing.	1.8
2	T2:12	Identify characteristics of software designed for a specific purpose.	3.2
2	T2:13	Discuss advantages and disadvantages of using technology in school.	2.2
2	T2:14	Identify ways that technology is used in various careers for solving real-world problems.	2.6, 6.2