

## Third Grade

**The student will demonstrate all Kindergarten through Second Grade competencies and:**

- Show basic knowledge of copyright and Fair Use and citing electronic sources.
- Increase speed and accuracy by typing about curriculum related topics.
- Perform more advanced editing and formatting of documents.
- Create basic spreadsheets, graphs, and diagrams.
- Build a multiple-slide presentation.
- Complete teacher-led searches of electronic resources.

Grade	Standard	Benchmark	METS (3-5)
3	T3:1	Follow procedures for logging on and off the network, maintaining password security, and managing personal files.	1.3, 1.6
3	T3:2	Demonstrate proper care of hardware, software, and peripherals.	1.7
3	T3:3	Demonstrate an understanding of: Network, Plagiarism, Fair Use, Copyright, File Extension, Cite, Margin, Cut, Copy, Paste, Spreadsheet, Web Page, Web Site, Home Page, URL, Browser, Hyperlink, Search Engine.	
3	T3:4	Identify the basic parts of a web browser (navigation, URL) and results of web browsing (home page, web page, website).	5.1
3	T3:4.1	Recognize and discuss the need for security applications (virus detection, password protection, pop-up blockers) on a network.	1.3
3	T3:4.2	Discriminate between online advertisements and educationally appropriate materials.	1.3, 2.9
3	T3:5	Continue maintaining proper hand and body positions on the keyboard while building speed and accuracy through curriculum-relating typing activities.	1.5
3	T3:6	Gain a basic understanding of highlighting text and using editing menu functions (cut, copy, paste).	3.1
3	T3:6.1	Know how to use menu options in applications to print, format; open, save, manage files; and use various grammar tools (dictionary, thesaurus, spell check).	3.1
3	T3:7	Enter, edit, and delete data in a spreadsheet. Format a single cell or group of cells for alignment, font, style, borders, shading, and color. Adjust column width and row height.	3.1
3	T3:7.1	Create, read and interpret a chart or graph in a spreadsheet.	3.1
3	T3:8	Create diagrams using text, symbol, line, link, and color options.	3.1
3	T3:9	Use appropriate text formatting (style and size), page formatting (portrait, landscape, margins), and graphics formatting in conjunction with Print Preview to minimize paper use.	3.1, 3.2
3	T3:10	Know how to insert various objects (photos, clip art, graphics, preset animations, slide transitions) into word processing documents and presentations.	3.2
3	T3:11	Discuss basic issues regarding appropriate and inappropriate uses of technology (copyright, plagiarism, Fair Use).	2.6

3	T3:11.1	Use age-appropriate methods of citing information.	2.7
3	T3:12	Complete teacher-directed searches of electronic sources (age-appropriate websites and databases) to research and report on a topic.	5.1
3	T3:13	Use a variety of media and formats to create and edit products (presentations, reports, basic spreadsheet) to communicate information and ideas to various audiences.	4.2
3	T3:14	Identify appropriate software to use for specific problem-solving activities or desired outcomes.	3.3
3	T3:15	Discuss the ways technology has changed life at school and at home.	1.1, 2.1
3	T3:16	Recognize how various technologies can be used to help solve real-world problems.	2.3, 6.1, 6.2
3	T3:17	Identify various technology-related careers.	2.10