

Name the technology in this room. Can you name the technology we have in our classroom or in your home?

Find these items in this room.

Monitor
Mouse
Disk Drive
Keyboard
CPU
Printer

K.1.1

How do you turn a computer on? How do you turn a computer off?

K.1.2

How do you log in to a computer at our school? How do you log off of a computer at our school?

K.1.4

How do you launch an application or program at our school? How do you close an application or program at our school?

K.1.4

How do you insert a floppy disk into the computer? How do you eject a floppy disk from the computer?



K.1.4

How do you insert a CD in the computer? How do you eject a CD from the computer?

K.1.4

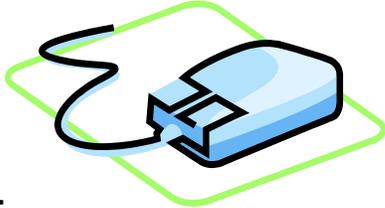
How do you print a document? What is the shortcut to print?



K.1.4

K.1.4

What does the mouse help you do?



K.1.5

Look at a keyboard. Where are the numeric keys?



K.1.6

Look at a keyboard. Where is the return or enter key? What does this key let you do?



K.1.6

Look at a keyboard. Where are the shift keys? What do the shift keys help you do?



K.1.6

Look at a keyboard. Where are the alphabet keys?



K.1.6

Look at a keyboard. Where is the space bar?



K.1.6

Look at a keyboard. Where is the delete key? Does your keyboard have a backspace key? If so, where is it? What do the delete and backspace keys help you do?

K.1.6

Look at a keyboard. Where are the arrow keys? What do the arrow keys help you do?



K.1.6

How do you save a document? What is the shortcut to save a file?

K.1.8

True or False? You should use clean hands when using a computer.



K.2.2

True or False? It is ok to play with the electrical or power cords.



K.2.4

What should you do if you notice there is a problem with a piece of equipment?

K.2.6

How do you open a document?

K.1.8

True or False? It is ok to have food and drinks near the computer.



K.2.3

True or False? You should be careful with the equipment so it does not get broken or damaged.

K.2.5

How do you show respect for other people's work?



K.2.7

If more than one person wants to use the computer, what can you do?

How do you close a window on the computer?

K.2.8

True or False? When you are finished using the computers, it is ok to leave your area messy.

K.2.9

True or False? It is ok to tell someone else your password.



K.2.9

True or False? When you are using the Internet, it is ok to share information about yourself with a stranger.

K.2.10

What application or program will let you do word processing?



K.2.11

What application or program helps you to make a mind map or a brainstorm web?

K.3.1

Name a program that lets you create artwork on the computer.

K.3.2

K.3.3

If you wanted to make a graph, what program or application could you use?



K.3.4

What program or application lets you make a slide show?

What does a storyboard help you do?

K.3.5

Audio is another word for _____.

K.3.6

What does the word *graphics* mean?

K.3.6

If you wanted to find information using the internet, what search engine might you use?

K.3.6

If you wanted to find a library book online, where might you look?

K.5.1



K.5.2

Kindergarten

1st Grade

What does the hard drive of the computer do?

1.1.1

Which picture is the monitor?



1.1.3

How do you turn the computer on? How do you turn the computer off?

1.1.3

Look at these pictures.
Which picture is a floppy disk? Which picture is a CD?

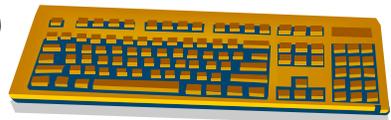


1.1.1

Name the technology in this room.

1.1.2

Which picture shows the keyboard?



1.1.3

Where do you insert a disk into your computer?

1.1.4

How do you eject a disk from your computer?

1.1.4

How do you quit a program?

1.1.5

How do you open a file?

1.1.5

What is the difference between “Save” and “Save As?”

1.1.5 / 1.1.11

What do you do if you want to print a document? What is the shortcut to print?

1.1.5

How do you create a new document?

1.1.5

How do you save a file? What is the shortcut to save?

1.1.5

Look at a keyboard. Find the following keys:

. (period)
? (question mark)

1.1.6

Look at a keyboard. Find the following keys:

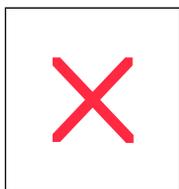
Esc (Escape)
Tab

1.1.6
Look at a keyboard. Find the following keys:

Ctrl (Control)
Command Key/Apple Key

1.1.6
How do you put paper in the printer?

1.1.8
Look at the pictures below. Which picture is a digital camera?



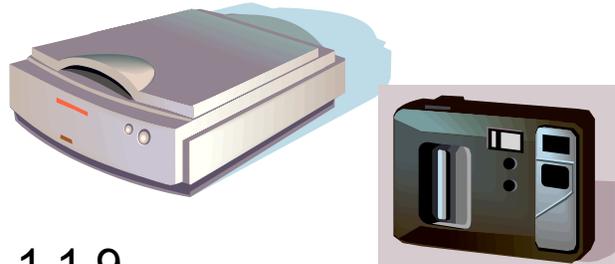
1.1.9

Look at a keyboard. Find the following keys:

Shift

1.1.6
How do you turn the printer on or off?

1.1.8
Which picture shows a scanner?



1.1.9
When you save your work, you have to give your document a filename. What should you call your file?

1.1.10

True or False? You should use clean hands when using a computer.



1.2.2

True or False? It is ok to play with the electrical or power cords.



1.2.4

What should you do if you notice there is a problem with a piece of equipment?

1.2.6

If more than one person wants to use the computer, what can you do?

1.2.8

True or False? It is ok to have food and drinks near the computer.



1.2.3

True or False? You should be careful with the equipment so it does not get broken or damaged.

1.2.5

How do you show respect for other people's work?

1.2.7

How do you close a window on the computer?

1.2.9

True or False? When you are finished using the computers, it is ok to leave your area messy.

1.2.9

True or False? When you are using the Internet, it is ok to share information about yourself with a stranger.

1.2.11

If you wanted to make a mindmap or a web using the computer, what program might you use?

1.3.1

What program(s) let you draw or paint pictures of the computer?

1.3.3

True or False? It is ok to tell someone else your password.



1.2.10

What are some examples of appropriate behavior when using technology?

1.1.12

If you wanted to write a letter, what program might you use?

1.3.2

What is a database?

1.3.5

True or False? A database is made up of fields and records.

1.3.6

How can you organize information in a spreadsheet?

1.3.8

What program(s) will let you make a slide show?

1.3.10

If I ask you to add an audio clip to your work, what am I asking you to include?

1.4.3

What is a spreadsheet?

1.3.7

What is a storyboard?

1.3.9

What is email?

1.4.1

Name a search engine.

1.4.1

If you use information from the Internet or a book, what do you have to do?

1.5.3

Name a type of graph you can make using a spreadsheet.

1.6.2

Name types of storage devices.

2.1.1

What does the word "multimedia" mean?

2.1.3

If you wanted to know if our library had a certain book, what could you do?

1.5.4

2nd Grade

Put the following items in order by how much storage each item has.

CD-ROM
Hard Drive
Floppy Disk
Server

2.1.2

Name some programs we have that can help you make a multimedia project.

2.1.4

What is a popup menu?

2.1.5

What might you find in a tool palette?

2.1.5

Which row on the keyboard is the *home* row?

2.1.7

What is the shortcut to save?

2.1.10

What is a dialog box?

2.1.5

Name 3 pieces of software you have at your school.

2.1.6

Find the shift key on the keyboard. How many shift keys are there?

2.1.9

What is the shortcut to print?

2.1.10

What is the shortcut to copy? What is the shortcut to paste?

2.1.10

2.1.10

What is a *peripheral* device?

Look around your school, what peripheral devices do you have?

2.1.11

2.1.12

Look at a printer. Does it need more paper? Can you load more paper into this printer?

If you are writing a story on the computer, what filename would you give your story?

2.1.13

2.1.13

What is a filename?

What are some of your school's rules about using computers and technology?

2.1.13

2.2.1

Sometimes files get lost on a computer. What can you do so that your file will not get lost?

2.2.2

What is an example of good behavior when using technology?

2.2.4

If there are 15 students in your classroom and there are only 2 digital cameras, what should you do?

2.2.6

What are the steps to log off a computer?

2.2.7

Name a good manner to have when using computers.

2.2.3

What types of websites can you visit?

2.2.5

How do you close a window on a computer?

2.2.7

True or False? You do not need to clean up and leave the computer lab neat when you are finished working.

2.2.7

If you are looking at a shared file, should you select “Save” or “Save As” if you want to put a copy in your own document folder?

2.2.8

True or False? It is ok to take someone else’s ideas or work and say it is your own idea or work.

2.2.9

What is your school’s *Code of Ethics*?

2.2.10

What software program lets you make mindmaps or brainstorm webs?

2.3.1

What are the steps to create a new document?

2.3.2

What tools can you use to edit a document?

2.3.2

What does the word *graphics* mean?

2.3.3

How do you insert a graphic into a document?

2.3.3

What is a database?

2.3.4

If you made a database on zoo animals, what records would you include?

2.3.5

What is the difference between a record and a field in a database?

2.3.5

How do you add a new record in a database?

2.3.6

What is a spreadsheet?

2.3.4

If you made a database on zoo animals, what fields might you include?

2.3.5

What do you call the blocks where you enter information into a spreadsheet? (They are often referred to as A1, B2, C7, etc.)

2.3.5

How do you add information in a spreadsheet?

2.3.6

What is a storyboard?

2.3.8

What does the word *audio* mean?

2.3.9

What program lets you make a slide show?

2.3.8/2.3.9

Name some ways you can communicate electronically.

2.4.1

What is a *keyword search*?

2.5.1

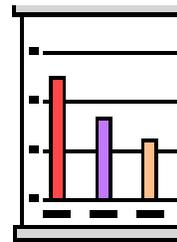
When might you use a keyword search?

2.5.2

What is a citation? Why is it important to include in your work?

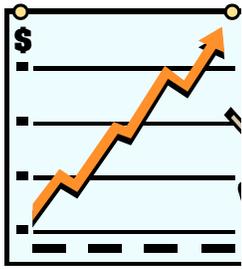
2.5.6

This is an example of a



2.6.2

This is an example of a



2.6.2

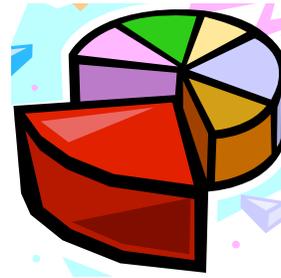
This is an example of a

Pandas			
Cats			
Pigs			

3.1.1

How many bits are in a byte?

This is an example of a



2.6.2

This is an example of a

Flutes	6
Drums	5
Clarinets	4
Saxophones	9

2.6.2

What is a bit?

3.1.1

What is binary logic?

3.1.2

3rd Grade

What is a modem?

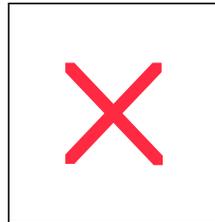
What is a server?

3.1.3

3.1.3

Which picture shows a fax machine?

How does telecommunication help us?



3.1.3

3.1.4

Computers use memory.
What is memory?

What is email?

3.1.5

3.1.5

What are some storage devices?

What type of information is stored in a computer's memory?

3.1.6

3.1.6

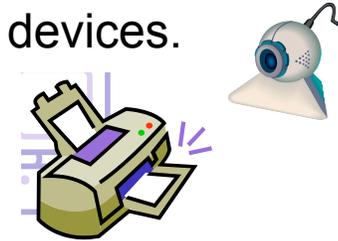
Which row of keys do you place your fingers on when you are beginning to type?

Where do your fingers rest when keyboarding?

3.1.10

3.1.10

Look at these pictures. Name these peripheral devices.



What is a peripheral device?

3.1.11

3.1.13

A CD can store audio files and data files. What is an example of an audio file?

If you are making a database about the types of simple machines, what filename would you give your database?

3.1.12

3.1.13

What are some good manners to have when using technology?

What can you do to make sure your work on the computer is not lost?

3.2.1

3.2.2

True or False? When you are finished using the computer, you should leave your area messy.

3.2.3

If everyone in your class wants to use the computer but there are only 2 computers in your classroom, what should you do?

3.2.6

How do you log off of a computer?

3.2.7

You open a shared file and want to put a copy in your own documents folder, should you click "Save" or "Save As?"

3.2.8

If you want to use the Internet, what are some things you need to remember?

3.2.5

How do you close windows on the computer?

3.2.7

You are finished using the computer. Your teacher says to leave your work area neat. What does a neat work area look like?

3.2.7

You are doing a research project on Ancient Rome. You find some great information on the Internet. Can you copy the information word for word? Why or why not?

3.2.9

If your friend has a great software program, is it ok for you to install it on all of your computers at school?

3.2.10

What is the shortcut to cut?

3.3.1

How do you change the font in a word processing document?

3.3.1

You are making a slide show. You want to include a picture of the chicks your class is hatching. How do you insert this picture in your slide show?

3.3.2

What is the shortcut to copy?

3.3.1

What is the shortcut to paste?

3.3.1

What are some tools you can use to edit your work?

3.3.1

What does a scanner let you do?

3.3.2

You are learning about famous explorers. You want to include a picture of an explorer you found while doing a search on the internet. How can you include this picture in your work?

3.3.2

You inserted a picture in your document, but it is upside down. What can you do to fix it?

3.3.3

You are learning about space figures and shapes. Your teacher asks you to make a database about the figures in your classroom. What records and fields might you include in your database?

3.3.4

The blocks you enter information in a spreadsheet are called _____. Sometimes, you refer to these blocks by saying, "A1, B2, or C3." What are these blocks called?

3.3.4

You inserted a picture in your document, but your picture is too big. Your teacher says you can *crop* the picture. What does this mean?

3.3.3

How do you resize a picture embedded in a document?

3.3.3

Why would you use a spreadsheet?

3.3.4

True or False? A spreadsheet can help you make graphs.

3.3.6

What types of graphs can you make using a spreadsheet?

3.3.6

What does the word *graphics* mean?

3.3.7

What are some of the steps involved in making a video?

3.3.8

If you want to exchange information with someone else in another place, how could you do it?

3.4.1

What does the word *audio* mean?

3.3.7

If your teacher asks you to make a multimedia project, what is your teacher asking you to do?

3.3.7

How do you insert a video clip in a slide show?

3.3.9

Your art teacher says that your next art project will be based on Greco-Roman artifacts. You want to learn more about these artifacts. How could you find out more information?

3.5.1

Your library media specialist says you can do a keyword search on an online database. What is a keyword search?

3.5.2

Your teacher says you need to give credit to the references you use in your report. Your teacher calls this a *citation*. What is a *citation*?

3.5.6

What is a network?

3.6.5

What is computer memory?

4.1.1

What is an electronic database?

3.5.3

What software program(s) help you to make mindmaps, outlines, and brainstorm webs?

3.6.1

4th Grade

Here are some storage devices. Rank them in order by how much they hold from least to greatest.

20 GB hard drive
1.44 MB floppy disk
256 MB USB thumb drive
700 MB CD

What is a bit?

4.1.3

How many bytes are in a kilobyte?

4.1.3

How many megabytes are in a gigabyte?

4.1.3

How are computers networked?

4.1.4

What is a byte?

4.1.3

How many kilobytes are in a megabyte?

4.1.3

Rank in order from the smallest to the largest.

Megabyte
Byte
Kilobyte
Bit
Gigabyte

4.1.3

What does a printer do?

4.1.7

What does a scanner do?

4.1.7

What types of disk drives could a computer have?

4.1.7

How can you prevent data loss?

4.2.2

How do you know if a website is appropriate to use?

4.2.5

How can you get pictures from a digital camera on to your computer?

4.1.7

What are some of our school's guidelines for using computers?

4.2.1

What are some examples of good manners when using technology?

4.2.3

Your school just got a wireless lab. You have been asked to make sure everyone gets a turn. How would you do this?

4.2.6

How do you close windows on a computer?

4.2.7

How do you log off a computer?

4.2.7

What does a neat lab area look like?

4.2.7

How do you keep data and documents in shared folders in their original condition?

4.2.8

You found some great information on a website. You want to include some of this information in your report. What do you have to do so that you will not be accused of plagiarizing?

4.2.9

Does your school have a *Code of Ethics* for using technology? If so, what does it say?

4.2.10

What are some editing tools available to you when you use the computer?

4.3.1

How do you change the font, style, and size of your text?

4.3.1

What are some of the drawing tools available on the computer?

4.3.1

Your class is going to make a newsletter. Your newsletter needs to have columns. How do you make columns in a word processing document?

4.3.2

How do you insert an image into a document?

4.3.4

You have to make a database to organize information you are learning in Social Studies. What information might you include?

4.3.5

What are the steps to write an essay on the computer?

4.3.1

How do you insert another file into the current document?

4.3.3

What is the difference between a database and a spreadsheet?

4.3.5

You are learning about measurement in math. Your teacher asks you to measure the length of your classmates' feet. How could you use a spreadsheet to show your data?

4.3.5

You have finished making a database on animals. You want to find the record on zebras. How could you find this information?

4.3.6

Here are three graphs. Name each graph.



4.3.7

How do you record video segments using a video camera?

4.3.8

If someone says to send an email with an attachment, what does this mean?

4.3.9

What types of graphs can you make using a spreadsheet?

4.3.10

Your class is concerned about the safety of your playground equipment. Your teacher tells you to make a multimedia presentation to present to your principal. How would you do this?

4.4.1

What software might you use to create a class video?

4.4.2

Name 3 ways to share information electronically with someone in another place.

4.4.3

What is a hypermedia project?

4.4.2

How do you do an on-line search?

4.5.2

How do you retrieve text from the Internet to include in your work?

4.5.5

You want to borrow a book from the library. Could you look online for this book? If so, how?

4.5.7

What are the steps in creating a video?

4.4.4

What is a keyword search?

4.5.3

How do you retrieve graphics from the Internet to include in your work?

4.5.5

Would you measure how much a CD holds in kilobytes or megabytes?

5.1.1

Rank in order from the smallest to the largest.

Megabyte
Byte
Kilobyte
Bit
Gigabyte

5.1.1

What is binary logic?

5.1.3

What is the correlation between units of measure, base two, and binary logic?

5.1.3

If you bought a hard drive today, it would most likely be advertised as having 60 MB or 60 GB of storage space?

5.1.1

How is the base 10 system similar to units of measure for storage devices?

5.1.2

What is a base 2 system?

5.1.3

Your library just received some new books. Your library media specialist has asked you to use technology to advertise these new books to the rest of the school. What could you do?

5.1.4

How does a printer connect to a computer?

5.1.5

How can you transfer pictures on a digital camera to the computer?

5.1.5

What should you do if you notice a piece of equipment is not working or is broken?

5.2

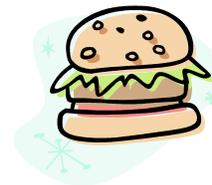
True or False? Passwords are meant to be kept private.

5.2

How does a scanner connect to a computer?

5.1.5

True or False? It is ok to have food and drinks near the computer.



5.2

True or False? You may give personal information about yourself to a stranger over the Internet.

5.2

Your teacher says you have to obey copyright laws. What does this mean?

5.2

There is a limited amount of paper for the printer at your school. How can you help conserve the paper?

5.2

What writing tools would you use to create and publish a multi-page document?

5.3.1

How can you find a particular record in a database?

5.3.3

How do you write a formula in a spreadsheet?

5.3.4

True or False? You may use school computers to run your own business.

5.2

What are the steps to insert a video clip into a document?

5.3.2

You have a list of 100 vocabulary words. You want to put them in ABC order. What is an easy way to do this on the computer?

5.3.3

What is a hypermedia project?

5.3.5

You are going to make a slide show that incorporates *audio* and *visuals*. What are examples of audio and visuals?

5.3.5

What are the steps to create a video?

5.3.7

Your school library does not have the book you want to read, but your library media specialist says you can look online at the public library. How would you do this?

5.5.1

What are some strategies to use when doing an on-line search?

5.5.2

What is an example of a multimedia project?

5.3.6

Name 3 ways to share information electronically with someone in a different location.



5.4.1

Your teacher has asked you to use one website for your research project. How do you know if you have found a good website?

5.5.1

What is a citation? How do you cite a work?

5.5.3