

# ELEMENTARY COMPUTER SKILLS

## Southfield Christian School

Here are some of the main skills covered in computer class in each grade. Students also will be working to review, develop, and master skills introduced in previous grades.

### **KINDERGARTEN**

Skills covered include:

- Using a mouse to move, click, and drag
- Drawing and changing lines and shapes
- Using stamps and paint can
- Viewing and navigating web sites and presentations
- Typing letters and their name using the keyboard
- Introduction to correct computer terms

### **FIRST GRADE**

Skills covered include:

- Opening and closing applications and files
- Using bar or arrows to scroll
- Using drawing special effects
- Erasing using eraser or undo command
- Adding sounds, animations, and clipart
- Using internet for learning games
- Typing text in text box
- Using spacebar, delete, caps lock, period

### **SECOND GRADE**

Skills covered include:

- Saving and printing files
- Using menu bar
- Developing computer drawing skills
- Inserting backgrounds
- Resizing and altering graphics
- Adding special effects to text
- Typing and illustrating stories

### **THIRD GRADE**

Skills covered include:

- Combining text and graphics to make stories, reports, and presentations
- Keyboarding: learning home row, proper reaches for keys
- Using shift to capitalize
- Using punctuation keys

## **FOURTH GRADE**

Skills covered include:

- Creating and saving into a folder
- Highlighting and changing text
- Using copy and paste
- Using spell check
- Editing using cursor to insert text
- Creating graphic organization charts (Inspiration)
- Using the internet to locate information
- Using internet resources to make reports
- Beginning multimedia presentation construction (PowerPoint)
- Continuing development of keyboarding skills

## **FIFTH GRADE**

Skills covered include:

- Importing and editing digital graphics
- Creating drawings to import into reports and presentations
- Using search engines
- Locating and using graphics from the web
- Creating multimedia presentations with graphics, sounds, buttons (links), and text
- Creating timelines and report covers to go with reports

## **SIXTH GRADE**

Skills covered include

- Using/moving between multiple applications
- Advanced drawing and editing techniques
- Advanced multimedia skills (PowerPoint)
- Creating a webpage with text, graphics, and links
- Editing digital video clips using iMovie