



**WORCESTER COUNTY PUBLIC SCHOOLS
TECHNOLOGY PROFICIENCY CHECKLIST
Grades 4 and 5: Composing**

STUDENT NAME _____

SCHOOL _____

Technology Skills	4	5	Possible Applications
BASIC OPERATIONS & CONCEPTS			<ul style="list-style-type: none"> • CCC/Math Lab • Success Maker • Fast Forward Lab
Ethical Use			
a) Worcester County Acceptable Use Policy is signed, in student tech folder and on file			<ul style="list-style-type: none"> • MS Works • MS Word • Word Perfect • MaxWrite
Pre-K through 3 Skills			
b) Earned 3 rd grade technology benchmark certificate			<ul style="list-style-type: none"> • Type to Learn • Mavis Beacon Typing • Read, Write & Type
Keyboarding			
c) Uses correct finger placement for home row keys			<ul style="list-style-type: none"> • Kid Pix • MS Publisher • Print Shop • Print Master
d) Demonstrates proper keystrokes for all keys			<ul style="list-style-type: none"> • Kidspiration • Inspiration
Intermediate Key and Mouse			
e) Uses keyboard shortcuts to cut, copy and paste			<ul style="list-style-type: none"> • MS PowerPoint • Corel Presentations • MaxShow
f) Uses right click to cut, copy and paste			<ul style="list-style-type: none"> • MS Excel • MaxCount
g) Uses right click to access pop-up menus			<ul style="list-style-type: none"> • Content CD-ROMs
h) Uses proper navigation techniques to access menus and toolbars (i.e. taskbar, scrolling, resizing windows, toolbars, menus)			<ul style="list-style-type: none"> • Internet Explorer • Netscape Navigator
File Management			
i) Creates folders			<ul style="list-style-type: none"> • Online media catalog • Electronic reference materials • On-line services (i.e. SIRS) • Search engines (i.e. Google)
j) Demonstrates file and folder organization skills			
Produces Document			
k) Saves/Saves As and retrieves files to/from different locations using relevant file names			
l) Demonstrates how to print to different locations			
Collaboration			
m) Works cooperatively and collaboratively with others when using technology			
PRODUCTIVITY TOOLS			Assessment Scale (place appropriate number in column) 2 = Accomplished Independently 1 = Accomplished with Assistance 0 = Did not accomplish Benchmarks of Proficiency
Word Processing			
a) Produces a multi-paragraph document			
b) Formats fonts (i.e. font style, size, color)			
c) Formats document (i.e. orientation, justification, margins, line spacing)			
d) Uses Tools tab (i.e. spelling, grammar, thesaurus)			
Spreadsheets			
e) Enters data into a spreadsheet			
f) Creates chart/graph using spreadsheet data			
g) Uses basic formulas to perform calculations (i.e. sum, average, count, min, max)			
Graphics			
h) Imports graphics (i.e. camera, scanner, Internet)			
i) Manipulates and edits graphics			
j) Produces documents in a variety of formats using a graphic organizer (i.e. concept map, outline, Venn diagram)			
Multimedia Presentations			
k) Creates a multimedia presentation including graphics/photos, recorded sounds, animations, transitions and backgrounds			
RESEARCH			
Access Electronic Information			
a) Understands and demonstrates Internet safety			
b) Cites electronic sources			
c) Accesses library collections and databases online			
Apply Basic Search Strategies			
d) Uses search strategies to access valid information efficiently			
e) Creates and uses bookmarks/favorites			
TOTAL SCORE			

Minimum Point Requirements by Grade Level	
4	29
5	54