

Student Technology Competencies State College Area School District

Competency	K/1/2	3/4	5/6	7/8	9/10	11/12
Computer Operations (A) Using the operating system and user environment of a personal computer, the student will be able to perform basic computer functions that are fundamental to all aspects of computing.						
A1 Start up a computer from the hard drive.	M	A	A	A	A	A
a properly start up a computer that has been configured with appropriate Operating System software	M	A	A	A	A	A
A5 Utilize a mouse (point, click, double click and drag)	M	A	A	A	A	A
a accurately locate the mouse pointer in an identified location on a monitor including lifting and replacing on a mouse pad	M	A	A	A	A	A
b perform click, double click and drag functions using a mouse	M	A	A	A	A	A
A6 Navigate in the desktop and menu environment	I	M	A	A	A	A
a choose items from menus including hierarchical menus	I	M	A	A	A	A
b open/close, move, resize and minimize windows		M	A	A	A	A
c use scroll bars to view all areas of a window		M	A	A	A	A
d move between windows, or multiple running applications		M	A	A	A	A
e open and close files		M	A	A	A	A
A7 Save and delete files	I	M	A	A	A	A
a create descriptive file names, and follow file-naming rules	I	M	A	A	A	A
b save files to any location on a local drive, removable media or server	I	M	A	A	A	A
c save as... to rename and/or relocate a file		M	A	A	A	A
d delete one or more files using the trash can		M	A	A	A	A
A8 Set page setup & print	I	M	A	A	A	A
a use page setup to set page orientation		M	A	A	A	A
b print documents from within an application	I	M	A	A	A	A
A9 Computer shut down	M	A	A	A	A	A
a follow proper shut down procedures for a computer	M	A	A	A	A	A
A10 Copy files			M	A	A	A
a copy one or more files between two disks and/or servers			M	A	A	A
A12 Connect to and disconnect from file servers	I	M	A	A	A	A
a log-in to a network file server, using a username and password	I	M	A	A	A	A

Student Technology Competencies State College Area School District

Competency	K/1/2	3/4	5/6	7/8	9/10	11/12
b change user password		M	A	A	A	A
A13 Text selection and editing techniques		I	M	A	A	A
a use drag, click/shift-click, and multiple mouse clicks to select text ranging in length from a single character to the entire document		I	M	A	A	A
b use a combination of locating the insertion point and text selection techniques to efficiently edit text in a document		I	M	A	A	A
A14 Set document margins		I	M	A	A	A
a establish left, right, top and bottom page margins in appropriate applications		I	M	A	A	A
A15 Set fonts, sizes and styles	I	M	A	A	A	A
a assign fonts, font sizes and font styles (bold, italics, underline) to existing text or in preparation to enter text	I	M	A	A	A	A
A16 Spell check		M	A	A	A	A
a launch and operate the spell check feature		M	A	A	A	A
A17 Perform finds and changes		I	R	M	A	A
a use the find feature in applications to locate occurrences of an identified text string		I	R	M	A	A
b use the find and change feature in applications to locate and change one or more occurrences of an identified text string		I	R	M	A	A
A18 Copy, Cut, Paste and Undo		M	A	A	A	A
a select text or objects and perform copy, cut and paste functions		M	A	A	A	A
b perform an undo of the most recent action		M	A	A	A	A
A19 Create new and organize existing directories		I	R	M	A	A
a create new folders in a desired location		I	R	M	A	A
b move one or more files or folders to a desired location on a disk		I	R	M	A	A
c establish list or icon view options for a window			I	M	A	A
d use Find File application to locate specific files			I	M	A	A
Keyboarding (B) Using a personal computer or a keyboarding device, students will be able to touch type with acceptable speed and accuracy.						
B1 Touch typing		I	R	M	A	A
a use touch typing techniques with a speed and accuracy that makes typing more productive than handwriting		I	R	M	A	A
b touch type with speed and accuracy sufficient to remove keyboarding skill as a barrier to computer use		I	R	M	A	A

Student Technology Competencies State College Area School District

Competency	K/1/2	3/4	5/6	7/8	9/10	11/12
Word Processing (C) Using a full featured word-processing application, students will be able to create a well formatted, grammatically correct document that meets the basic requirements of a business letter, report or major research project.						
C1 Set and insert tabs and tab leaders			I	R	M	A
a establish left and right tabs for one or multiple paragraphs of text in a document			I	R	M	A
b adjust positions of existing tab stops for one or multiple paragraphs			I	R	M	A
c assign dot, dash and underscore tab leaders to new or existing tabs					M	A
C2 Set indents and hanging Indents		I	R	M	A	A
a establish left, right and first line indents for one or multiple paragraphs of new or existing text			I	M	A	A
b establish hanging indent formats for one or multiple paragraphs of new or existing text				M	A	A
c establish numbers or bullets as the first line label of hanging indent paragraphs		I	R	M	A	A
C3 Align paragraphs		M	A	A	A	A
a left, right or center align text in one or multiple paragraphs		M	A	A	A	A
C4 Set line and paragraph spacing		I	R	M	A	A
a set line spacing, (i.e. single, double) for one or multiple paragraphs of new or existing text		I	R	M	A	A
b set paragraph space before and space after for one or multiple paragraphs of new or existing text				M	A	A
Database (D) Using a full featured database application, students will be able to organize and analyze a given set of descriptive information.						
D1 Browse/navigate a database		I	M	A	A	A
a Navigate among a group of records in a file		I	M	A	A	A
b use the layout popup menu to move among layouts in a file		I	M	A	A	A
D2 Add/edit records			M	A	A	A
a add a new record to a file			M	A	A	A
b enter data that matches the field parameters of a field			M	A	A	A
c edit information already entered into fields			M	A	A	A
d use tab or mouse techniques to move between fields			M	A	A	A
D3 Formulate search strategies and perform searches		I	M	A	A	A
a formulate a strategy for retrieving records that meet desired criteria		I	M	A	A	A

Student Technology Competencies State College Area School District

Competency	K/1/2	3/4	5/6	7/8	9/10	11/12
b determine and enter data and operators into field(s) in order to yield a specific information result			M	A	A	A
D4 Establish sort criteria and perform sorts		I	M	A	A	A
a yield a desired record order by selecting the appropriate field(s) and field sorting order		I	M	A	A	A
Spreadsheets (E) Using a full featured spreadsheet application, students will be able to create a basic spreadsheet to organize and analyze a given set of numerical information. Students will also be able to create a chart from a given data set showing a graphical analysis of that information.						
E1 Navigate in the spreadsheet environment		I	M	A	A	A
a navigate to cells in a spreadsheet using the mouse and the keyboard		I	M	A	A	A
b select a cell or group of cells to be modified		I	M	A	A	A
c enter or delete data in a cell		I	M	A	A	A
d insert or delete cells			M	A	A	A
E2 Format cell (fonts, alignment, numbers, etc.) and document appearance			I	M	A	A
a align text left, center, or right in a cell or group of cells			I	M	A	A
b select and apply a font type, font size, style or text color to a cell or group of cells			I	M	A	A
c adjust column width and row height			I	M	A	A
d omit row headings, column headings and cell grid during printing			I	M	A	A
e format a number in a cell or group of cells as currency, or percent, and to include commas			I	M	A	A
E4 Use formulas and functions			I	M	A	A
a enter sum and average function in cells			I	M	A	A
b enter formulas to add, subtract, multiply and divide data in cells			I	M	A	A
E5 Create relative references				M	A	A
a create formulas which contain relative references				M	A	A
b use fill down and fill right to replicate cell contents				M	A	A
E6 Make charts from spreadsheet data		I	M	A	A	A
a select the spreadsheet data and create a chart		I	M	A	A	A
E7 Format charts		I	R	M	A	A
a select chart type of a chart		I	R	M	A	A

Student Technology Competencies State College Area School District

Competency	K/1/2	3/4	5/6	7/8	9/10	11/12
b add or modify titles, legends, and axis labels		I	R	M	A	A
Drawing (F) Using a full featured drawing program, students will be able to create and modify object-oriented computer drawings.						
F1 Identify and use drawing tools		I	M	A	A	A
a draw objects using the line, rectangle, rounded rectangle, and oval		I	M	A	A	A
b select objects using the arrow tool		I	M	A	A	A
F2 Move, duplicate and delete objects		I	M	A	A	A
a move an object on the drawing		I	M	A	A	A
b make an identical object using the duplicate command			M	A	A	A
c remove an object using the delete key		I	M	A	A	A
F3 Resize, reshape, and rotate objects		I	M	A	A	A
a resize/reshape an object by dragging the handle		I	M	A	A	A
b rotate an object using the Free Rotate command			M	A	A	A
F4 Set and change lines, borders, colors & patterns			M	A	A	A
a change the thickness and color of an object's border or line			M	A	A	A
b change the color and pattern or gradient of an object's fill			M	A	A	A
c add arrows to beginning, end or to both ends of a line			M	A	A	A
F5 Group and ungroup objects			M	A	A	A
a select multiple objects and group them into one object			M	A	A	A
b select an object made of grouped objects and ungroup it			M	A	A	A
F6 Add and manipulate clip art		I	M	A	A	A
a add clip art to a document from a clip art library		I	M	A	A	A
b insert clip art from a graphic file or from another document using copy/paste			M	A	A	A
Painting (G) Using a full featured paint program, students will be able to create or enhance a computer drawing that utilizes colors, patterns and shapes, modify it and include it in a document.						
G1 Identify and use line and object tools	M	A	A	A	A	A
a use the appropriate tool to paint lines and shapes	M	A	A	A	A	A
b use the appropriate tools to create rectangles and ovals	M	A	A	A	A	A

Student Technology Competencies State College Area School District

Competency	K/1/2	3/4	5/6	7/8	9/10	11/12
G2 Set colors & patterns	M	A	A	A	A	A
b use the appropriate tool to fill areas of a picture	M	A	A	A	A	A
a choose colors from the color palette for use with various tools	M	A	A	A	A	A
G3 Move and delete selections of a painting	M	A	A	A	A	A
a select and move or delete pieces of a picture	M	A	A	A	A	A
b use the appropriate tool to remove painting from a picture	M	A	A	A	A	A
G4 Add text and icons to a picture	M	A	A	A	A	A
a use the appropriate tool to add text to a picture	M	A	A	A	A	A
b use the appropriate tool to add clip art to a picture	M	A	A	A	A	A
Presentations & Multimedia (H) Utilizing a variety of technologies, students will be able to construct and present a variety of multimedia presentations designed to enhance their personal ability to inform, document for, debate, persuade, predict for, report to, or entertain a designated audience.						
H1 Create a new presentation with a template				M	A	A
a select and apply a template format appropriate to the purpose of the presentation				M	A	A
b add new slides and edit slides				M	A	A
H2 Create a title slide				M	A	A
a select the "title slide" layout from the slide layout menu				M	A	A
b add a title to the text box on the title slide				M	A	A
H3 Create a bulleted list slide				M	A	A
a select the "bulleted list" slide layout from the slide layout menu				M	A	A
b add a title and text to the bulleted list				M	A	A
c select a bullet type from the format menu				M	A	A
d set space before and space after bulleted list items to format spacing in the list				M	A	A
e reorder items in the bulleted list				M	A	A
H4 Reorder slides in a presentation				M	A	A
a select slide sorter view				M	A	A
b select and move slides into a desired order				M	A	A

Student Technology Competencies State College Area School District

Competency	K/1/2	3/4	5/6	7/8	9/10	11/12
H5 Add visual effects and builds to a presentation				M	A	A
a apply transitions to slides				M	A	A
b set slides to advance automatically or with mouse click				M	A	A
c build body text using build effects				M	A	A
H7 Create links to navigate through a system				M	A	A
a create a set of slides in a multimedia system				M	A	A
b link the slides in a nonlinear order				M	A	A
c where appropriate, create and use links to navigate through the slides				M	A	A
H8 Incorporate media into a system				M	A	A
a insert digitized graphic images from the internet, clip art, digital camera, or scanner into a multimedia presentation				M	A	A
b insert digitized sound into a multimedia presentation				M	A	A
c create and insert written text into a multimedia presentation				M	A	A
Page Layout (J) Utilizing software that provides page layout capabilities, students will be able to incorporate multiple types of objects, and format and control breaks, pagination and columns in various types of documents.						
J1 Use multiple columns				I	M	A
a set number of columns to 1, 2, or 3				I	M	A
b adjust column width so that all columns are of equal width, or have variable widths					M	A
c adjust space between columns					M	A
d set and format section breaks					M	A
J2 Insert & format page numbers, headers and footers				M	A	A
a insert and format a header, including automatic date entry				M	A	A
b insert and format a footer, including automatic pagination				M	A	A
J3 Insert page breaks and control pagination				I	M	A
a insert a page break to start text on a new page				I	M	A
b show invisibles to facilitate identifying where page breaks occur				I	M	A
J4 Use rules and borders in laying out pages				M	A	A
a use drawing tools to insert lines and borders within a document				M	A	A

Student Technology Competencies State College Area School District

Competency	K/1/2	3/4	5/6	7/8	9/10	11/12
J5 Incorporate multiple frames (text, graphics, spreadsheet, etc.) into one document		I	R	M	A	A
a create a text frame and manipulate its size, shape and location in a document		I	R	M	A	A
b create a graphics frame and manipulate its size, shape and location in a document			I	M	A	A
c create a spreadsheet frame, and manipulate its size, shape and location in a document			I	M	A	A
E-mail (K) Using a standard telecommunications package, students will be able to perform basic electronic mail functions that permit efficient electronic communications with others around the world.						
K1 Create, address and send messages			M	A	A	A
a address an e-mail message to a single or multiple recipients			M	A	A	A
b type an original message in the body of an e-mail document			M	A	A	A
K2 Read, reply to or forward messages			M	A	A	A
a retrieve, open and read messages received			M	A	A	A
b reply to the sender of a message and reply to all recipients of a message			M	A	A	A
c forward a message to another address			M	A	A	A
K4 Affix & retrieve attachments			M	A	A	A
a attach an electronic file to an outgoing message			M	A	A	A
b retrieve an e-mail message that has a file attached to it; open and read the message and the attachment			M	A	A	A
WWW (L) Students will be able to access and utilize the world wide web as an information resource, create a basic web page and move a web file to a server.						
L1 Create a text web page					M	A
a add and format text on a web page					M	A
L2 Access specific locations using a URL		I	R	M	A	A
a move from one web page to another by typing a URL in the appropriate window or field		I	R	M	A	A
L3 Utilize search engines				M	A	A
a use Boolean operators (and, or, not) to narrow a search to obtain a desired set of results				M	A	A
L4 Manage bookmarks				M	A	A
a create and delete bookmarks				M	A	A

Student Technology Competencies State College Area School District

Competency	K/1/2	3/4	5/6	7/8	9/10	11/12
L5 Utilize hyperlinks		I	R	M	A	A
a move from a location on a web page to another web location by clicking a hyperlink		I	R	M	A	A
b use a "path" menu to move from one web location to a previously visited location				M	A	A
L6 Create a hyperlink					M	A
a create a text link to a location on another web server					M	A
b create a text link to a location on the same web server					M	A
c create a text link to a location within the same web document					M	A
L7 Include graphics on a web page					M	A
a insert images onto a web page					M	A
L8 Publish documents to a web server					M	A
a access a web server					M	A
b add or remove files from a web server					M	A
L9 Include tables on a web page					M	A
a create tables of multiple rows and columns					M	A
b format cells of a table for size, color and font					M	A
L10 Include files created in Portable Document Format on a web page					M	A
a create a pdf for upload to a webpage					M	A
b create a text link to a pdf					M	A