




Student's Name _____ Date _____

Teacher's Signature _____ Date _____

First Grade Computer and Technology SOL Skills

Skill	With Help	No Help
Follow school and class rules when using the computers		
Turn the computer on by pressing the POWER BUTTON (only when Teacher says it is OK)		
Identify the CPU, Monitor, Desktop, Icons, Mouse, Mouse Pad, Left Click and Right Click		
Identify two different browsers that will open the Internet  OR 		
Open and close the Internet using Internet Explorer and Mozilla Firefox		
Open the School Web Page		
Click on the link and open the Teacher's Class Page (or other URL at teacher's request)		
Open and Close word processing program (WORD) 		
Use pull down menu → choose INSERT → PICTURE → CLIPART		
Use WORD to type simple sentences using correct capital letters and periods and numbers 1-100		
Use WORD numbers 1-100 using SPACE BAR between numbers		
Locate and use Backspace, Delete, SPACE BAR and SHIFT KEYS		
Use the FONT tool bar to increase/decrease FONT size		
Use pull down menu → choose FILE → PRINT		
Use pull down menu → choose FILE → SAVE AS in a WORD document		
Retrieve WORD document after saving and closing document		
Use MOUSE to CLICK and DRAG objects		
Locate the link that will open ACCELERATED READER		
Open Accelerated Reader program		
Log into the Accelerated Reader program and take AR test		
Click on the appropriate area to Maximize, Minimize and Close Windows screen		
Locate and use the sound control to MUTE, RAISE, OR LOWER the sound.		
Hook up HEAD PHONES in the appropriate HEAD PHONE JACK		
Use headphones correctly, unplug them, and put them back in the proper place		
Observe teacher using computer as a machine that helps people work (such as Integrate Pro, Excel, PowerPoint, WORD)		
Participate in a Digital Image activity		
Shut Down the computer properly		
Participate in an Internet Safety activity to better understand the need for Internet Safety.		