

Student's Name _____ Date _____

Teacher's Signature _____ Date _____

Second Grade Computer and Technology SOL Skills

Skill	With Help	No Help
Follow school and class rules when using the computers		
Proficiently use the School Web Page to locate information		
Search for information using child-friendly search engines		
Locate the link that will open Accelerated Reader		
Log into the Accelerated Reader program and take AR test		
Use multimedia resources such as interactive books and software		
Use mouse proficiently to open/close programs, drag objects, etc.		
Use right click function of mouse & menus to create a student folder on desktop		
Open and Close word processing program (WORD)		
Use pull down menu → choose INSERT → PICTURE → CLIPART to insert pictures within a WORD document		
Use WORD to type simple sentences and paragraphs.		
Use basic drawing tools from programs such as Paint or TuxPaint		
Locate and use the following keys: punctuation, @, tab, shift, space bar, +, -, =, <, >		
Use the FONT tool bar to increase/decrease FONT size		
Use pull down menu → choose FILE → PRINT to print a WORD document		
Use pull down menu → choose FILE → SAVE AS to save a WORD document		
Retrieve WORD document after saving and closing document		
Copy, Cut, and Paste text and images within a WORD document		
Understand the purpose of the PowerPoint program as a presentation tool		
Create a basic 4 slide presentation with text and graphics (with assistance)		
Hook up headphones 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)		
Use Digital Camera in a Digital Image activity (with assistance)		
Shut Down the computer properly		
Close Laptop computer monitor only when shutdown is complete		
Understand the idea of ownership of ideas (basic understanding of copyright)		
Respect the rights of others while using the computer		
Understand the need for Internet Safety		
Understand the importance of not sharing personal information		
Participate in an Internet Safety activity		