

Student's Name _____ Date _____

Teacher's Signature _____ Date _____

Third Grade Computer and Technology SOL Skills

Skill	With Help	NO Help
Follow school and class rules when using the computers		
Use mouse proficiently to open/close programs, drag objects, etc.		
Use right click function of mouse & menus to create a student folder on desktop		
Locate and use My documents to save and retrieve student files.		
Use pull down menus to print, save, insert clipart		
Use WORD to write short paragraphs or journal entries		
Change the FONT and increase/decrease FONT size		
Insert Clipart / Digital Images into WORD		
Insert Clipart / Digital Images into PowerPoint presentation		
Save WORD / PowerPoint		
Retrieve WORD / PowerPoint after saving and closing document		
Copy, Cut, and Paste text and images within a WORD document		
Locate and use the following keys: numbers, punctuation, @, tab, shift, +, -, <, >		
Create a basic 4 slide presentation with text and graphics (with assistance)		
Use PowerPoint as part of demonstration or presentation		
Use technology tools such as Word, TuxPaint, and PowerPoint for individual or collaborative writing assignments		
Use Excel to create basic spreadsheet		
Proficiently use the School Web Page to locate information		
Search for information using child-friendly search engines		
Use Internet to improve skills and review for SOL tests		
Log into the Accelerated Reader program and take AR test		
Use multimedia resources such as interactive books and software		
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 cameras to take pictures and participate in a Digital Image activity		
Locate and identify specific ports for connecting USB devices		
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)		
Understand the need for the WCS Acceptable Computer Use form		
Respect the rights of others while using the computer		
Understand how technology has changed communication, transportation and economy		
Understand the need for Internet Safety		
Understand the importance of not sharing personal information		
Participate in an Internet Safety activity		