

Student's Name \_\_\_\_\_ Date \_\_\_\_\_

Teacher's Signature \_\_\_\_\_ Date \_\_\_\_\_

## Fourth Grade Computer and Technology SOL Skills

Skill	With Help	No Help
**Follow school and class rules when using the computers**		
Create a folder on the desktop to store student files		
Use pull down menus to print, save, insert clipart		
Locate and use My Documents to save and retrieve student files		
Locate and identify specific ports for connecting USB devices		
Locate and open files/folders from local network/external storage devices		
Use WORD to write short paragraphs, poetry, short stories		
Change the FONT and increase/decrease FONT size		
Insert Clipart / Digital Images into WORD / PowerPoint		
Use Word Art to create titles and creative text		
Save and Retrieve WORD / PowerPoint / Excel files		
Copy, Cut, and Paste text and images within a document		
Locate and use the following keys: numbers, punctuation, @, tab, shift, +, -, <, >		
Create a slide presentation with text and graphics		
Use PowerPoint as part of demonstration or presentation		
Use Excel to create basic spreadsheet		
Proficiently use the School Web Page to locate information		
Use Movie Maker or Photo Story to create a basic video		
Search for information using child-friendly search engines		
Use Internet to improve skills and review for SOL tests		
Critically evaluate the accuracy of online information		
Log into the Accelerated Reader program and take AR & AM test		
Use multimedia resources such as interactive books and software		
Participate in a Digital Image activity		
Operate digital camera and scanners		
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 programs such as Word, TuxPaint, or PowerPoint for individual and collaborative writing assignments		
Shut Down the computer properly		
Close Laptop computer monitor only when shutdown is complete		
Discuss computer virus, and the need for virus software		
Understand the concept of fair use as it relates to copyright and ownership of ideas		
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		