

Kindergarten C/T Grade Level Skill Sheet

Student's Name _____ Date _____

Teacher's Signature _____ Date _____

Kindergarten 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		
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 Drawing software such as Paint or TuxPaint (with assistance)		
Use pull down menu → choose INSERT → PICTURE → CLIPART in Word document (with assistance)		
Use WORD to type a b c ...and numbers 1-10 using SPACE BAR		
Use WORD to type A B C ... using SPACE BAR and SHIFT KEY		
Locate and use Backspace, Delete, SPACE BAR and SHIFT KEYS		
Use pull down menu → choose FILE → PRINT		
Use pull down menu → choose FILE → SAVE AS in a WORD document		
Use MOUSE to CLICK and DRAG objects		
Locate the link that will open ACCELERATED READER		
Open Accelerated Reader program		
Click on the appropriate area to Maximize, Minimize and Close Windows screen		
Locate the SOUND ICON 		
Use the sound control to MUTE, RAISE, OR LOWER the sound.		
Recognize where HEAD PHONES are plugged into the appropriate HEAD PHONE JACK 		
Use HEAD PHONES correctly, unplug them, and put them back in the proper place		
SHUT DOWN the computer properly by going to " start "		
Close Laptop computer monitor only when shutdown is complete		
Understand the need for INTERNET SAFETY		