

Fifth Grade

Focus Statement: The students will use word processing skills, create spreadsheets, use multimedia, apply and manipulate graphics and increase their keyboarding skills. They will determine guidelines for the safe use of telecommunications. They will apply these technology skills to real life situations.

C.5.1 Students will use word processing skills to set up page functions, import clip art and apply style features to text while using support tools and keyboarding shortcuts.

C.5.1.1 Set up margins and tabs.

C.5.1.2 Determine the use of the appropriate page orientation associated with various documents.

C.5.1.3 Demonstrate the use of columns when appropriate to the creation of a word document.

C.5.1.4 Choose the suitable page break for various types of documents.

C.5.1.5 Apply style features to text by using various fonts, size, text color, and spacing , justifying text, employing file features such as save, save as, print, and print preview.

C.5.1.6 Edit word processing documents using the support tools *Spell Check*, *Thesaurus* and *Word Count*.

C.5.1.7 Import clip art into a document and format to fit document.

C.5.1.8 Use basic keyboard shortcuts: Select all content (CTRL+A), select all text (CTRL+A), copy selected text (CTRL+C), cut selected text (CTRL+X), paste selected text (CTRL+V).

C.5.2 Students will create spreadsheets, applying the various functions that can be used to display information.

C.5.2.1 Define and state the purpose of a spreadsheet.

C.5.2.2 Identify and locate cells by their addresses.

C.5.2.3 Edit information/data within a spreadsheet.

C.5.2.4 Set and change the attributes of a cell, formatting size, color, justification, and border.

C.5.2.5 Generate charts and graphs using a spreadsheet.

C.5.2.6 Use simple formulas such as sum and average/mean.

C.5.2.7 Set print area and print spreadsheets and graphs.

C.5.3 Students will create a multimedia presentation using an outline format.

C.5.3.1 Select a program and enter and edit text.

C.5.3.2 Import pictures into the program, formatting and animating them to enhance the presentation.

C.5.3.3 Create and change backgrounds.

C.5.3.4 Hyperlink slides using and defining buttons.

C.5.3.5 Rearrange and revise a presentation.

C.5.3.6 Utilize design features for a multimedia presentation including sound, color, graphics, and screen spacing.

C.5.4 Students will apply proper posture and fingering techniques for keyboarding and identify all characters on the keyboard.

C.5.4.1 Identify the location of every major character on the keyboard.

C.5.4.2 Keyboard documents using proper posture and fingering techniques.

C.5.4.3 Achieve keyboarding rate of 5 to 15 words per minute with 95% accuracy.

C.5.5 Students will select and use drawings to enhance working documents.

C.5.5.1 Apply concepts of space and balance to a project.

C.5.5.2 Import and export drawing objects.

C.5.5.3 Edit drawing objects in areas such as size, color, or position.

C.5.5.4. Utilize drawing effects such as shape, shadowing, and shading.

C.5.5.5 Apply drawing techniques to enhance written work.

C.5.6 Students will compare and contrast physical community citizenship to cyber community citizenship and examine elements of a website to determine appropriate and inappropriate places to visit.

C.5.6.1 Compare and contrast physical community citizenship to cyber community citizenship.

C.5.6.2 Identify steps to take in order to protect their personal information online.

C.5.6.3 Create passwords and user names that are safe.

C.5.6.4 Investigate and identify key concepts associated with cyber bullying.

C.5.6.5 Explain or demonstrate strategies to use in order to avoid cyber bullying.

C.5.6.6 Explain how to recognize and avoid other types of inappropriate sites.