Pre-Kindergarten Exit Skills

A student should be able to:

- Recognize 11 colors: red, orange, yellow, green, blue purple, black, brown, pink, white and gray
- Recognize shapes: circle, triangle, square, rectangle, oval, star, rhombus (diamond), heart and hexagon
- Count to 20
- Identify the numbers 1-10
- Count 10 objects with one one correspondence
- Recognize and extend the ABAB pattern
- Write first name using capital and lower case
- Name 10 random letters and begin to identify some sounds
- Hold scissors correctly while cutting on a line
- Hold a pencil or crayon correctly
- Hold a book correctly and turn pages one at a time from front to back
- Use drawing or writing skills to create work that conveys meaning to others
- Attend a group discussion or activity for 10 minutes
- Use appropriate communication skills
- Develop relationships with other children and adults
- Share and take turns with other children and adults
- Follow simple two-step instructions
- Use the restroom unassisted and wash hands afterward
- Put on a coat: button or zip it unassisted

Kindergarten Exit Skills

A student should be able to:

Language Arts

Reading
- Recognize all capital and lower case alphabet letters
- Recognize the initial sounds
- Build rhyming word families such as an-man, van, tan, etc.
- Recognize 43 high-frequency words
- Understand concepts of print: book-handling, letters, words, pictures
- Understand that writing can communicate personal experience and information
- Practice comprehension skills: prediction, recall details, summarization, sequence, cause/effect, and comparing/contrasting

Listening
- Listen effectively to stories read aloud

Speaking
- Use correct language to express wants and needs

Writing/Grammar
- Introduce to D’Nealian letter forms
- Write first and last name using capitals at beginning of both names
- Use knowledge of letter sounds when writing
- Begin to express ideas in writing
• Write a sentence with emphasis on left to right sequence of word, capitalization of names and beginning of sentences, space between words, periods or questions marks
• Write and recognize sight words introduced in reading
• Attempt phonetic or inventive spelling of other words; ex. Book-buk

**Mathematics**

**Number Sense**
• Read, recognize and write numbers 1-20
• Recognize groups with more, less and equal to
• Count objects to 20
• Count one to one correspondences (touch and count)
• Count to 100
• Count orally by 10’s to 100
• Understand ordinal (positional) numbers first through fifth
• Build sets of 10

**Computation**
• Add one more in given problems
• Understand the meaning of subtraction/one less
• Classify, sort and group in given problems

**Measurement**
• Tell time by the hour
• Orally practice calendar activities: days of the week, months of the year
• Estimate, sort and group in given problems
• Estimate how many objects in a group
• Measure objects using non-standard units of measurement

**Geometry**
• Identify a circle, square, triangle, rectangle, rhombus (diamond) and oval
• Reproduce a circle, square, triangle, rectangle, rhombus (diamond) and oval

**Problem Solving**
• Make simple patterns
• Gather and graph information
• Introduce tally marks

**Science**
• Recognize characteristics of four seasons and name the season
• Discuss types of weather, collect and graph weather data
• Discuss animal family relationships and terms, such as cub, colt, chick, etc.
• Sort food into groups: fruit, vegetables, bread, dairy, and meat
• Discuss foods that help make healthy bodies

**Social Studies**
• Understand concepts of family, community, and school
• Understand responsibility of pet care, family jobs, school cooperation, friendships, and respect for others
• Discuss various forms for transportation locally and globally
• Discuss careers related to community helpers, farm life, and animals
• Relate to others some important facts about Christopher Columbus, Johnny Appleseed, George Washington, Abraham Lincoln, Casimir Pulaski and Martin Luther King, Jr.
• Explore, research and discuss ocean life and their different characteristics
• Explore, research and discuss animals, crops, machinery and life style on a farm
• Explore and discuss how apples and pumpkins grow
• Discuss the basic parts of a tree: roots, trunk, branches, leaves
• Discuss the basic parts of a plant: roots, stem, leaf, flower, seeds
• Discuss and discover how seeds grow

First Grade Exit Skills

A student should be able to:

Language Arts
Reading
• Read 170 high frequency words with 100% accuracy
• Apply phonics skills: produce and read short and long vowels: count 2 syllable words, hear rhymes, recognize beginning and ending sounds
• Read grade level materials at a rate of 60 correct words per minute
• Recognize and apply comprehension strategies: sequence events, story structure, cause/effect, realism/fantasy, compare/contrast, main idea and details, make predictions

Listening
• Listen attentively and follow multiple step directions

Speaking
• Speak effectively to communicate ideas and use good vocabulary

Writing
• Correctly spell high frequency words
• Construct simple sentences: capital at the beginning of a sentence and with names; use end punctuation, express a complete thought; use appropriate spacing and legible letter
• Write an 8 sentence paragraph on a topic, with guidance

Mathematics

Number Sense
• Count by ones, 5’s, and 10’s to 100. Count by 2’s to 40
• Read and write two digit numbers up to 20
• Look at sets of objects and know how many objects
• Count up and back by ones, starting with any number up to and including 20 orally and with number grid
• Identify place value in two digit numbers
• Order and compare numbers to 22
• Compare numbers using > and <

Computation
• Solve simple addition and subtraction number stories
• Know +1, +0, doubles, and sums of 10 addition facts

Money
• Use cents notation
• Show $ amounts with coins
• Identify and know the values of pennies, nickels, dimes, and quarters and calculate the values of combinations of these coins

Measurement
• Tell time to nearest hour and half hour
• Measure using rulers, thermometers, and calendars

Geometry
• Identify 3-dimensional shapes; cone, sphere, cube, pyramid, cylinder

Problem Solving
• Collect and analyze data and record data on charts and graph
• Begin to develop a sense of whole numbers and fractions using concrete materials and pictures
Science

Physical
• Use scientific process to observe, describe and categorize living things
• Begin to develop knowledge about the earth and its resources
• Describe and discuss the life cycle of living things
• Explore the interaction between science, technology and society
• Explore the properties of matter and energy
• Identify and describe patterns of weather and seasonal change

Life
• Describe and discuss the life cycle of animals
• Identify, describe, and categorize animals according to standard distinguishing characteristics

Social Studies
• Discuss rights and responsibilities in the school community
• Make a connection between life today and life long ago using picture cues
• Discuss basic interactions between the environment and the earth’s inhabitants
• Discuss ways to reduce, reuse and recycle

Second Grade Exit Skills

A student should be able to:

Language Arts

Reading
• Read fluently at 90 Words Per Minute
• Produce sounds to common letter combinations
• Read compound words, contractions, possessives, inflectional endings
• Read regular multi-syllabic words
• Read with phrasing, expression, and inflection
• Self-correct words recognition errors
• Learn and use unfamiliar words introduced in stories and texts
• Increase knowledge of word meanings and use new vocabulary in speaking and writing
• Understand and explain common antonyms and synonyms
• Make and confirm predictions based on information from the story
• Identify and answer questions about main characters, setting, and events
• Distinguish main idea/details, fact/opinion, and cause/effect
• Use structure of informational text to aid understanding
• Uses titles, table of contents, and chapter headings to locate information
• Retell the main ideas of simple stories
• Retell correct sequence of events in a story or chronological passage
• Use prior knowledge to clarify understanding
• Make comparisons across reading selections

Listening
• Follow instructions accurately

Speaking
• Use language appropriate to the message and audience
• Participate in a conversation around a common topic

Writing
• Spell frequently used sight words accurately
• Spell previously-studied phonetically regular words correctly
• Use phonetic strategies to spell unfamiliar words
Mathematics
Number Sense
• Read and write numbers to 20
• Order and compare numbers to 20
• Order and compare 2 digit numbers
• Find equivalent names for numbers
• Identify place value using 3 digit numbers
• Find compliments of 10
Computation
• Add and subtract using a number line
• Add and subtract multiples of 10
• Count by 2, 5, 10s
• Solve frames and arrows problems with 1 rule
• Write/solve number sentences with missing addends
Money
• Use dollars and cents notation
• Identify equivalency and make coin/bill exchanges
Measurement
• Display and read numbers on a calculator
• Measure to nearest centimeter
• Compare hour and minute hands
• Use digital notation in telling time
• Identify time equivalencies
• Tell time to nearest 5 minutes
Geometry
• Identify 2D shapes
Problem Solving
• Make a tally chart
• Compare quantities from a bar graph
• Read tables, graphs, and maps
Science
• Identify parts of plants and animals
• Identify liquids, solids, and gases
• Identify elements of weather
• Identify elements of the solar system
• Describe ways of keeping yourself safe in various situations (fire, weather, etc)
• Use tools to improve accuracy of measurement (ruler, thermometer, etc)
• Explain ways to reduce, reuse, and recycle
• Apply the scientific method
Social Studies
• Demonstrate basic democratic process (vote)
• Identify individual rights and responsibilities (respect, patriotism, freedom)
• Identify national holidays
• Identify money, wages, goods, etc
• Identify services police, fire, etc
• Label basic directions (north, south, east, west)
• Read simple maps and map keys
• Locate your own community, Illinois, and the United States on a map of North America
Third Grade Exit Skills

A student should be able to:

**Language Arts**

**Reading**
- Read aloud with fluency and expression at 114 words per minute
- Draw inferences from the text and use prior knowledge
- Use a variety of decoding strategies to recognize new words when reading age appropriate material
- Make predictions about text before and during reading and also change predictions while reading
- Locate answers to questions in the text
- Determine the main idea of a reading selection and begin to summarize
- Know genres
- Identify grade level story elements; plot, main idea, setting, character, problem and solution
- Distinguish fiction from nonfiction
- Relate stories to text, self and world – and be able to put into writing in the form of an extended response
- Read graph, tables, diagrams and charts to gather information
- Use internet and/or reference material to find information on various topics
- Determine author’s purpose
- Have knowledge of common prefixes, suffixes, and root/based words
- Identify parts of speech in a sentence
- Understand singular and plural nouns and form plural nouns
- Form possessive singular nouns
- Identify and write contractions
- Use graphic organizers and paragraph models

**Listening**
- Listen attentively and follow oral directions

**Speaking**
- Speak effectively to communicate ideas
- Speak with language and vocabulary appropriate to the message

**Writing**
- Begin sentences with a capital letter and end with the correct punctuation
- Correctly capitalize the words in titles
- Identify and distinguish between a statement, command, exclamation and question
- Write a multi-paragraph essay which includes an introduction, body, and conclusion

**Mathematics**

**Number Sense**
- Write and recognize four digit numbers
- Identify value of a given four digit number
- Compare and order four digit numbers
- Compare and order numbers using <, >, =
- Identify two-step patterns (i.e. 13, 15, 12, 14, 122, 13, 10)

**Computation**
- Master basic addition and subtraction facts through 18
- Understand concept for fact families
- Add and subtract three digit numbers with and without regrouping
- Find missing addends
- Multiply single digit numbers

**Money**
- Count combinations of dollars and coins

**Measurement**
- Discuss elapsed time
- Measure to the inch, half inch, and centimeter
- Calculate and read perimeter, area and length

**Geometry**
- Identify: line of symmetry, congruence (slides, flips, and turns), solid, faces, vertices, edges, area, line segments, lines, angles (obtuse, acute, right, square corner, <, >, or = to a right angle)

**Fractions**
- Identify halves, fourth, thirds
- Compare fractions with fraction stacks
- Find equivalent fractions using fraction stacks
- Find a fractional part of a group with the use of manipulatives or pictures (i.e. 1/4 of 12 =)

**Problem Solving**
- Use problem solving strategies to write math extended responses
- Organize and interpret pictographs, line, and bar graphs

**Science**

**Life**
- Understand and use the scientific method
- Describe a simple life cycle
- Compare characteristics of plants and animals
- Understand what adaptations are and how they help organisms survive
- Apply safety procedures
- Understand the concept of a food chain

**Matter and Energy**
- Describe different types of energy

**Force and Motion**
- Understand simple machines

**Earth**
- Explain the water cycle
- Identify earth's resources
- Describe the components of the solar system

**Social Studies**
- Know communities (rural, suburb, urban)
- Read a map key
- Identify map symbols: ordinal directions and intermediate directions
- Use a compass rose
- Name the seven continents and oceans and identify their locations on a map
- Identify the three branches of government
- Identify town, state, country, and continent
- Identify purpose of rules in home, school and community
- Know natural resources, homes and transportation
- Know address and phone number
- Identify leaders in city, state and country
- Identify the responsibilities of United States citizens
- Identify producers and consumers
Fourth Grade Exit Skills

A student should be able to:

Language Arts

Reading
- Read fluently 130 words per minute
- Use context and decoding strategies to decipher words
- Identify authors purpose and message
- Create synonym and antonym for a given set of words
- Use the dictionary – all forms – online references, etc
- Identify and describe the following literary elements: setting, main idea, climax, plot, and theme of story
- Determine the main idea of story
- Analyze characters
- Use a variety of comprehension strategies (making inferences, using text, prior knowledge, predicting, generalizing, sequencing, problem/solution, cause/effect, summarization, drawing conclusions)
- Give examples of fact and opinion
- Use content area reading strategies
- Read and write reports on chapter books
- Read age-appropriate material independently
- Identify reading selections as fiction or nonfiction

Listening
- Listen attentively and follow multiple oral instructions

Speaking
- Speak effectively to communicate ideas
- Effectively present oral presentations to whole class

Writing
- Use correct capitalization and punctuation in sentences, titles, proper nouns, and dialogue
- Identify and compose developed subject and predicate parts of a sentence
- Identify and use the four different sentence types
- Demonstrate knowledge of the five main parts of speech (nouns, verbs, adjectives, adverbs, conjunctions) and identify the part of speech based on how a word is being used in context
- Use correct verb tense
- Use noun/verb agreement in conversation and writing
- Uses appropriate transition words
- Identify compound sentences
- Write paragraphs without run-on sentences
- Use graphic organizers (technology or written) as a prewriting activity
- Compose four to five paragraph expository essay
- Use correct friendly letter form
- Apply proofreading and editing skills

Mathematics

Number Sense
- Understand and use place value vocabulary (standard, expanded and word form)
- Understand place value and read numbers through millions, billions
• Use whole numbers to round through millions place

**Computation**
• Understand that multiplication is a fast method of addition
• Master multiplication facts from 0’s to 10’s (100 mixed facts in 5 minutes)
• Multiply a one, two, three, or four digit number by a one digit number
• Multiply a two or three digit number by a two digit number
• Understand that division is the reversal of multiplication
• Master division facts from 1’s to 10’s (100 mixed facts in 5 minutes)
• Divide by a single digit number with a remainder – write remainder as a fraction
• Use decimals in addition and subtraction
• Order decimals

**Money**
• Develop the use of decimals in money
• Calculate change back from a $20.00

**Measurement**
• Understand and use elapsed time in hours (less than 12 hours), days, weeks, and months
• Use a ruler to measure inch, ½ inch, ¼ inch, centimeter and meter
• Understand centimeter and meter
• Work with units of capacity: cup, pint, quart, and gallon

**Geometry**
• Understand the terms congruent, parallel, and perpendicular
• Recognize polygons and quadrilaterals
• Recognize plane and solid figures
• Demonstrate knowledge of right, acute, obtuse, and reflective angles
• Demonstrate knowledge of lines, line segments, ordered pairs, and rays
• Identify more than 1 line of symmetry in an object
• Understand the circle as 180 degrees, and identify diameter, radius, and symmetry

**Fractions**
• Understand the concept of fractions, numerator and denominator
• Compare and order fractions
• Understand equivalent and simplest form of fractions

**Problem Solving**
• Make and read bar, circle, and line graphs, pictographs and ordered pairs
• Use problem solving: mental math, estimation and probability strategies

**Science**

**Physical**
• Use technological design to investigate questions, conduct experiments and solve problems
• Follow the scientific method
• Record results using a data sheet
• Predict factors (i.e. design, procedure, constraints) that affect outcome
• Demonstrate and explain force, friction, gravity, inertia, resistance, effort, and work
• Explain the rock cycle
• Identify various types of rocks
• Describe short-term and long-term interactions of Earth components (volcanoes and earthquakes)
• Apply safety procedures for scientific experimentation
• Draw conclusions based on results
• Explain why similar investigations may not produce similar results
• Identify safe lab practices
• Explain the water cycle
• Describe what causes weather
• Describe the solar system

Matter and Energy
• Build, predict, test and compare series and parallel circuits, current vs. static, attract vs. repel
• Explain states of matter, the role of energy, and movement of particles

Life
• Describe life cycles of flowering plants, conifers, and non-seed plants
• Identify animal characteristics as inherited or learned (T chart)
• Apply and explain interrelationships involved in food webs
• Categorize consumers as carnivores, herbivores, omnivores (Venn diagram)
• Identify and classify recyclable materials

Force and Motion
• Identify forces of push, pull, friction, magnetism, gravity, and simple machines

Social Studies
• Identify areas using latitude and longitude
• Gather and compare information using a variety of graphs (pie, graph, line)
• Identify the three branches of government and the jobs each performs
• Tell why rights and responsibilities are important to the individual, family, community, workplace, state, nation
• Understand that individuals and groups influence and shape public policy
• Identify the regions of the United States
• Identify physical characteristics of regions (soils, landforms, vegetation, wildlife, climate and natural resources)
• Identify the history of people of a region
• Discuss how economic systems work
• Understand how individuals (Thomas Edison, George Washington Carver, Henry Ford, etc) contributed to economic change through ideas and inventions
• Understand factors that influence development of transportation and trade and factors that drew settlers to a region
• Name the states and capitals and the location of the states
• Understand patriotism and the rights of United States citizens as well as responsibilities

Fifth Grade Exit Skills

A student should be able to:

Language Arts
Reading
• Read fluently at 138 words per minutes
• Use a variety of word identification strategies (synonyms, antonyms, root words, prefixes, suffixes, context clues, compound words, syllable patterns)
• Read age appropriate material with fluency and understanding
• Identify the elements of historical fiction, biography, poems, fairy tales, fables, and nonfiction
• Read widely for different purposes in varied sources (narrative for enjoyment; expository for knowledge)
• Use a rich and varied vocabulary
• Identify examples of poetic devices (alliteration, onomatopoeia, rhyme scheme, unrhymed verse)
• Make inferences
• Identify author’s purpose (to entertain, inform, persuade)
• Use a variety of strategies to comprehend selections (problem/solution, make inferences, cause/effect, predictions, generalizing, main idea, sequence)
• Analyze the characteristics of various types of texts, including story elements (character, setting, problem, resolution)
• Make predictions based on content and/or personal experience
• Summarize using various techniques including webs, outlines, and paragraphs
• Conduct research using various resources

Listening
• Listen attentively and follow multiple oral instructions

Speaking
• Speak effectively to communicate ideas

Writing
• Write using a variety of sentence types (declarative, interrogative, exclamatory, imperative)
• Write using compound subjects and predicates
• Use proper subject/verb agreement
• Identify six of the eight parts of speech (noun, verb, adjective, adverb, pronoun, preposition, conjunction and interjection)
• Edit sentences for capitalization, ending punctuation, quotations, simple use of commas and spelling
• Write multi-sentence paragraphs using topic sentences and supporting details
• Use organizational charts
• Use transition words
• Understand the three writing styles – narrative, persuasive and expository
• Write multi-paragraph essays using the three writing styles

Mathematics

Number Sense
• Identify prime and composite numbers
• Understand probability
• Order and compare whole numbers
• Identify multi-digit numbers as even or odd
• Know place value to billions
• Know place value to thousandths
• Apply rounding rules and estimation for whole numbers and decimals
• Know multiplication facts from 0’s to 10’s
• Find the factors of numbers
• Find the prime factorization of numbers
• Find the sum and difference of multi-digit whole numbers and decimals
• Find the produce and quotient of multi-digit numbers and decimals
• Apply order of operations
• Calculate, compare, and convert length, perimeter and area
• Solve addition, subtraction, multiplication and division problems using currency
Data Collection/Statistics
- Read and interpret, infer, predict, and evaluate data from any graph
- Identify maximum, minimum, median, mode, and mean for a data set

Geometry
- Measure an angle to within 5 degrees
- Identify types of angles (obtuse, straight, and acute)
- Identify types of triangles (scalene, isosceles, equilateral, and right)
- Compare geometric figures and determine their properties including parallel, perpendicular, similar, congruent and line symmetry
- Plot ordered pairs on a grid

Fractions
- Find equivalent fractions and simplest form of fractions
- Add, subtract and multiply fractions
- Order and compare fractions
- Find common denominators

Problem Solving
- Solve one-step pan-balance problems
- Determine the value of a variable; use this value to complete a number sentence
- Be able to explain the steps needed to solve a number sentence

Science
Physical
- Use the scientific method to conduct an experiment (observing, predicting, measuring, controlling variables, collecting data, and graphing results)
- Describe force in motion
- Describe the properties of matter and energy
- Describe the solar system

Life
- Compare and contrast plant and animal cells
- Identify and describe the five biomes including plants, animals and climate
- Identify the systems of the human body (circulatory, endocrine, excretory, respiratory, digestive, skeletal, muscular, and nervous)
- Evaluate how smoking and drug use can affect the body

Social Studies
- Name the three branches of government and describe the jobs and responsibilities of each branch
- Explain the importance of the Bill of Rights and the Constitution
- Explain why people sought to explore and settle new lands
- Tell how exploring influences the mix of cultures
- Tell why people left Europe to resettle in America
- Compare the life styles of the New England, Middle and Southern colonists
- Discuss the causes of the American Revolution
- Explain why there was a Patriot victory and the effects of the victory
- List the reasons for the Westward Expansion
- Explain how moving west affected the pioneers and the native Americans
- Explain the causes of the Civil War and how it affected the lives of people
- Discuss the differences between the North and the South (i.e. resources, life style, and economy)
- Describe the effect that Lincoln had on the people of his time
- Apply map skills
K-2 Technology Expectations

A. Fundamental Computer Skills

1. Use and understand basic computer related terms:
   a. Login (log-in), Log off, Shutdown and Power up
   b. Cursor, Icon, Scroll bar, Hour glass/busy, Word processor, Internet, Minimize, Maximize, Network, H drive (home directory)

2. Identify basic computer hardware components and peripheral devices:
   a. Keyboard & mouse
   b. Monitor
   c. Printer
   d. Headphones/Speakers
   e. CD-ROM
   f. Hard drive
   g. Floppy drive
   h. Disk
   i. File server

3. Care and appropriate use of hardware
   a. Demonstrate appropriate care and use of keyboard & mouse
   b. Demonstrate appropriate care and use of computer disks
   c. Demonstrate appropriate care and use of CD-ROM
   d. Demonstrate ability to turn computer off/on independently
   e. Demonstrate appropriate care and use of printer
   f. Demonstrate appropriate care and use of special keyboard keys (Shift key, arrow keys, spacebar, Backspace, Enter key)
   g. Demonstrate appropriate care and use of special keyboard keys (Ctrl, Alt, Delete, Tab, Esc)

4. Use basic computer management skills
   a. Demonstrate ability to access and exit software
   b. Demonstrate ability to manage files (saving, retrieving)

B. Word Processing Skills

1. Create and save a new document
   a. Identify intended use
2. Open, view, and print documents
   a. Print entire file
3. Format documents
   a. Selecting font style & size
3-5 Technology Expectations

**A. Fundamental Computer Skills**

1. *Use and understand basic computer related terms:*
   
   a. Login (log-in), Log off, Shutdown and Power up
   b. Cursor, Icon, Scroll bar, Hour glass/busy, Word processor, Internet, Minimize, Maximize, Network, Directory, Hardware, Software, Software piracy, H drive (home directory)

2. *Identify basic computer hardware components and peripheral devices:*
   
   a. Keyboard & mouse
b. Monitor
c. Printer
d. Headphones/Speakers
e. CD-ROM
f. Hard drive
g. Floppy drive
h. Disk
i. File server
j. Input/Output Devices

3. Care and appropriate use of hardware
   a. Demonstrate appropriate care and use of keyboard & mouse
   b. Demonstrate appropriate care and use of computer disks
   c. Demonstrate appropriate care and use of CD-ROM
   d. Demonstrate ability to turn computer off/on independently
   e. Demonstrate appropriate care and use of printer
   f. Demonstrate appropriate care and use of special keyboard keys (Shift key, arrow keys, spacebar, Backspace, Enter key)
   g. Demonstrate appropriate care and use of special keyboard keys (Ctrl, Alt, Delete, Tab, Esc)

4. Use basic computer management skills
   a. Demonstrate ability to access and exit software
   b. Demonstrate ability to maximize/minimize and restore windows
   c. Demonstrate ability to manage files (saving, retrieving)

B. Word Processing Skills

1. Create and save a new document
   a. Identify intended use
   b. Use save and save as

2. Open, view, and print documents
   a. Print entire file
   b. Use print preview
   c. Print selected parts

3. Format documents
   a. Selecting font style & size
   b. Word spacing
   c. Indenting
   d. Justifying text
   e. Line spacing
   f. Change case
   g. alter view %
   h. Use Bullets and Numbering

4. Edit text
   a. Changing font style & size
   b. Cutting, copying, pasting, & deleting text
   c. Using spell check

5. Use desktop publishing techniques
   a. Inserting graphics
   b. Sizing graphics
6. Insert a table
7. Use a word processor in real world context to:
   a. Write stories or poems
   b. Type reports
   c. Generate letters

C. Microsoft Excel

1. Basic terms: cell, column, row, cell address, column heading, row heading
2. Manipulate the size of cells, font, and colors.
3. Use basic formulas
4. Use chart wizard to create graphs
5. Manipulate graph (show value/labels, change colors, etc)

D. Microsoft PowerPoint

1. Add a new slide
2. Apply background or design
3. Manipulate text
4. Insert graphics
5. Slide transition
6. Custom animation
7. Set up Slideshow to run

E. Keyboarding

1. Use correct finger technique for striking keys
2. Place hands on the Home Row
3. Use both hands simultaneously, left hand on left side, etc
4. Recognize and use upper and lower case letters
5. Locate and use punctuation, number keys and some symbols
6. Use Correct posture

F. OPAC (Online Public Access Catalogue)

1. Use OPAC to find books by Author, Title, and Subject

G. Legal/Ethical Skills

1. Shows understanding of appropriate legal/ethical conduct by:
   a. Demonstrating appropriate use of computers
   b. Demonstrating appropriate computer etiquette

H. Internet Searching

1. Use Internet to access school website to do online quizzes, assignments and watch online training videos
2. Use the Internet to retrieve information
3. Use the Internet to conduct specific searches
4. Use the Internet to access online interactive skill review sites