

# Basic Technology: Grades K-12

## KEYBOARDING 1

- 1 Use proper posture and ergonomics. 1.1
- 2 Locate and use letter and number keys with left and right hand placement. 1.2
- 3 Locate and use correct finger/hand for spacebar, enter, and shift key. 1.3
- 4 Gain proficiency and speed in keyboarding. (Type 5 words per grade level beginning at 2nd grade.) 1.4

## FILE MANAGEMENT 2

- 1 Organize files and folders. 2.1
- 2 Manage files and save documents. 2.2

## OPERATE BASIC DEVICE FUNCTIONALITY 3

- 1 Turn on the computer. 3.1
- 2 Login and logoff the computer. 3.2
- 3 Use a pointing device to click menus and icons. 3.3
- 4 Open programs, web apps, and documents. 3.4
- 5 Use buttons and media players. 3.5

## HARDWARE/SOFTWARE 4

- 1 Demonstrate an understanding of the relationship between hardware and software. 4.1
- 2 Troubleshoot basic hardware and software problems. 4.2
- 3 Identify major computer components. 4.3
- 4 Describe the components and functions of computers and networks. 4.4
- 5 Apply strategies for identifying and solving routine problems that occur during everyday computer use. 4.5