



| <b>Spreadsheet</b>                            | <b>K</b> | <b>1</b> | <b>2</b> | <b>3</b> | <b>4</b> | <b>5</b> | <b>6</b> | <b>7</b> | <b>8</b> |
|---|----------|----------|----------|----------|----------|----------|----------|----------|----------|
| Enter data in cells                           |          |          | D        | D        | P        | P        | P        | P        | P        |
| Select cells to create simple chart           |          |          | D        | D        | D        | D        | P        | P        | P        |
| Understand spreadsheet basic vocabulary       |          |          | D        | D        | D        | D        | P        | P        | P        |
| Use basic menu and toolbars                   |          |          | D        | D        | D        | D        | P        | P        | P        |
| Create simple formulas                        |          |          |          |          | D        | D        | P        | P        | P        |
| Resize columns and rows                       |          |          |          |          | D        | D        | P        | P        | P        |
| Use sum function                              |          |          |          |          | D        | D        | D        | P        | P        |
| Understand and use sort function              |          |          |          |          |          | D        | D        | P        | P        |
| Use page set up                               |          |          |          |          | D        | D        | D        | P        | P        |
| Cut, copy and paste                           |          |          |          | D        | D        | D        | P        | P        | P        |
| Insert rows and columns                       |          |          |          | D        | D        | D        | P        | P        | P        |
| <b>Presentation</b>                           | <b>K</b> | <b>1</b> | <b>2</b> | <b>3</b> | <b>4</b> | <b>5</b> | <b>6</b> | <b>7</b> | <b>8</b> |
| Create basic presentation                     |          |          | D        | D        | D        | P        | P        | P        | P        |
| Use themes and backgrounds                    |          |          | D        | D        | D        | P        | P        | P        | P        |
| Proper use of text                            |          |          |          | D        | D        | D        | P        | P        | P        |
| Slide layout                                  |          |          | D        | D        | D        | P        | P        | P        | P        |
| Slide transition                              |          |          |          |          | D        | D        | P        | P        | P        |
| Slide sort                                    |          |          | D        | D        | D        | D        | P        | P        | P        |
| Use basic menu/tool bar                       |          |          | D        | D        | D        | P        | P        | P        | P        |
| Insert animation, video, pictures             |          |          |          | D        | D        | D        | P        | P        | P        |
| Print speaker notes                           |          |          |          |          |          | D        | D        | P        | P        |
| Format slide show (timings)                   |          |          |          |          | D        | D        | P        | P        | P        |
| <b>Internet/Research</b>                      | <b>K</b> | <b>1</b> | <b>2</b> | <b>3</b> | <b>4</b> | <b>5</b> | <b>6</b> | <b>7</b> | <b>8</b> |
| Navigate a browser                            | D        | D        | D        | P        | P        | P        | P        | P        | P        |
| Evaluate websites for accuracy and relevance  |          |          |          | D        | D        | D        | D        | P        | P        |
| Know a system for bookmarking/saving sites    |          |          | D        | D        | D        | D        | P        | P        | P        |
| Use social bookmarking to compile resources   |          |          |          |          | D        | D        | D        | P        | P        |
| Know how to build website, wiki               |          |          |          |          |          |          |          | O        | O        |
| Basic understanding of copyright              |          |          | D        | D        | D        | D        | P        | P        | P        |
| Use and follow copyright rules and guidelines |          |          |          | D        | D        | D        | P        | P        | P        |
| Know proper format for citing sources         |          |          | D        | D        | D        | D        | P        | P        | P        |
| Know Internet safety guidelines               | D        | D        | D        | D        | D        | P        | P        | P        | P        |

|   |          |          |          |          |          |          |          |          |          |
|---|----------|----------|----------|----------|----------|----------|----------|----------|----------|
| Know how to handle cyberbullies                                 |          |          | D        | D        | D        | P        | P        | P        | P        |
| Know how to configure privacy settings for social media         |          |          |          |          |          |          |          | D        | D        |
| Know how to use sites to discuss, share and blog                |          |          |          | D        | D        | D        | D        | P        | P        |
| Collaborate with peers on digital projects                      |          |          |          | D        | D        | D        | P        | P        | P        |
| Practice good netiquette when commenting                        |          |          | D        | D        | D        | P        | P        | P        | P        |
| <b>Other</b>  | <b>K</b> | <b>1</b> | <b>2</b> | <b>3</b> | <b>4</b> | <b>5</b> | <b>6</b> | <b>7</b> | <b>8</b> |
| Independently use a drawing program                             | D        | P        | P        | P        | P        | P        | P        | P        | P        |
| Use a graphic organizer like Kidspiration                       | D        | D        | D        | D        | P        | P        | P        | P        | P        |
| Take and edit photos  |          | D        | D        | D        | D        | P        | P        | P        | P        |
| Download and upload photos                                      |          |          | D        | D        | D        | D        | P        | P        | P        |
| Navigate applications   | D        | D        | D        | D        | D        | D        | P        | P        | P        |
| Have a basic understanding of programming                       |          |          |          |          |          |          |          | O        | O        |
| Use a program's help tool.                                      |          |          |          | D        | D        | D        | P        | P        | P        |
| Choose the most appropriate format for presenting information   |          |          |          | D        | D        | D        | P        | P        | P        |
| Understand and access databases to find appropriate information |          |          |          |          |          |          | O        | O        | O        |
| Use a voice recorder for reading from a book, story creation    |          |          | D        | D        | D        | P        | P        | P        | P        |
| Evaluate digital tools for effectiveness for task               |          |          |          |          |          |          | D        | D        | P        |
| Peer edit using digital tools                                   |          |          | D        | D        | D        | D        | P        | P        | P        |
| Use digital tools for assessment                                |          |          | D        | D        | D        | D        | P        | P        | P        |
| Create and edit video   |          |          |          | D        | D        | D        | D        | P        | P        |

**Key**  
D - Developing P -Proficient  
O -Optional