

Highcroft Drive Elementary School Technology Third Grade Pacing Guides

STRANDS: SI = Societal Issues; KU/WP/DTP = Keyboard Utilization/Word Processing/Desk Top Publishing; DB = Database; SS = Spreadsheet; T = Telecommunications; M/P = Multimedia/Presentation

Quarter 1	Quarter 2	Quarter 3	Quarter 4
<p>Establish learning environment</p> <p>Identify uses of technology in the community and how it has changed people's lives. (SI) (1.1)</p> <p>Recognize the benefits of word processing. (KU/WP/DTP) (1.3)</p> <p>Identify the physical components of a computer system as either input, output, or processing devices. (SI) (2.2)</p> <p>Demonstrate proper keyboarding techniques for upper and lower case letters. (KU/WP/DTP) (2.3)</p> <p>Retrieve and edit a word-processed document. (KU/WP/DTP) (2.4)</p> <p>Create, save, and print a word-processed document. (KU/WP/DTP) (3.1)</p>	<p>Demonstrate proper keyboarding techniques for upper and lower case letters. (KU/WP/DTP) (2.3)</p> <p>Identify telecommunications technologies used to locate information. (t) (1.5)</p> <p>Create a multiple-outcome storyboard as a class activity. (M/P) (2.8)</p> <p>Identify the difference between linear and nonlinear multimedia presentations. (M/P) (2.9)</p> <p>Create a multimedia project as a group/class activity. (M/P) (2.10)</p>	<p>Demonstrate proper keyboarding techniques for upper and lower case letters. (KU/WP/DTP) (2.3)</p> <p>Recognize that the Copyright Law protects what a person, group, or company has created. (SI) (1.2)</p> <p>Identify that technology tools used to collect, analyze, and display data. (SI) (2.1)</p> <p>Identify the parts of a spreadsheet. (SS) (2.6)</p> <p>Enter and edit data in a prepared spreadsheet and observe the results. (SS) 2.7</p> <p>Use a prepared spreadsheet to enter and graph data as a group activity. (SS) (3.3)</p>	<p>Demonstrate proper keyboarding techniques for upper and lower case letters. (KU/WP/DTP) (2.3)</p> <p>Recognize how electronic databases are used in the community. (DB) (1.4)</p> <p>Recognize the differences between print and electronic databases. (DB) (2.5)</p> <p>Locate and use information in electronic databases. (DB) (3.2)</p> <p>Use telecommunications to locate community information as a group/class project. (T) (2.11)</p> <p>Evaluate the usefulness of information obtained using telecommunication technologies. (T) (3.4)</p>

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