

Highcroft Drive Elementary School Technology Fourth 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 the ways in which technology has changed the lives of people in North Carolina. (SI) (1.1)</p> <p>Identify and understand the differences between non-networked and networked computers. (SI) (1.2)</p> <p>Practice proper keyboarding techniques for upper and lower case letters. (KU/WP/DTP) (2.2)</p> <p>Recognize word processing terms and functions. (KU/WP/DTP) (2.3)</p> <p>Edit a word processing file to make indicated corrections. (KU/WP/DTP) (2.4)</p> <p>Create, format, save, and print a word-processed document. (KU/WP/DTP) (3.1)</p> <p>Recognize the differences between non-networked and networked computers. (SI) (2.11)</p>	<p>Identify violations of the Copyright Law. (SI) (1.3)</p> <p>Recognize the correct use of copyrighted materials in multimedia products. (M/P) (1.3)</p> <p>Use keyboarding skills to improve speed and accuracy. (KU/WP/DTP) (2.3)</p> <p>Practice proper keyboarding techniques for upper and lower case letters. (KU/WP/DTP) (2.2)</p> <p>Create a multimedia project and cite sources of copyrighted material. (M/P) (3.4)</p> <p>Evaluate information found via telecommunications for content and usefulness. (T) (3.5)</p> <p>Evaluate information found via telecommunications for content and usefulness. (T) (3.5)</p>	<p>Practice proper keyboarding techniques for upper and lower case letters. (KU/WP/DTP) (2.2)</p> <p>Use technology tools used to collect, analyze, and display data. (SI) (2.1)</p> <p>Define spreadsheet terms. (SS) (2.7)</p> <p>Enter data into a prepared spreadsheet to perform calculations (+, -, *, /) and recognize the changes that occur. (SS) (2.8)</p> <p>Create a table/graph from spreadsheet data. (SS) (3.3)</p>	<p>Identify the need for Acceptable Use Policies (AUP) (SI) (1.5)</p> <p>Practice proper keyboarding techniques for upper and lower case letters. (KU/WP/DTP) (2.2)</p> <p>Define the parts of a database. (DB) (2.5)</p> <p>Develop a simple database and enter and edit information as a class activity. (DB) (2.6)</p> <p>Search and sort prepared databases for information to use in classroom projects. (DB) (3.2)</p> <p>Use e-mail as a means of communication. (T) (2.9)</p> <p>Use search strategies to locate information electronically. (T) (2.10)</p>

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