**Kindergarten Computers**

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| **Topic** | **Goal** |
| Parts of a computer | * Students will recognize and describe the purpose of the monitor, CPU, keyboard, mouse, printer, and headphones.
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| Mouse Skills | * Students will properly hold the mouse, hover, click, double click, and click and drag.
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| Keyboarding | * Students will efficiently find and type all of the letters on the keyboard.
* Students will demonstrate typing using both hands on the keyboard.
* Students will demonstrate how to capitalize a letter using the shift key.
* Students will describe the uses of and demonstrate the proper use of the space bar, return key, delete key, period key, and shift key.
* Students will understand that only one space goes between words.
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| Keyboard Shortcuts | * Students will demonstrate how to quit a program and print a document using keyboard shortcuts.
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| Pixie (A creativity software) | * Students will create documents using drawing tools, stickers, and text boxes.
* Students will demonstrate how to open a template in Pixie.
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| Microsoft Word | * Students will demonstrate how to open a blank word document
* Students will demonstrate how to change the size and color of a font.
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| Website Navigation | * Students will demonstrate how to access the World Wide Web by using both Mozilla Firefox and Safari.
* Students will demonstrate how to click on links by using bookmarked websites on only2clicks.
* Students will demonstrate how to use the back button.
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| Computer Basics | * Students will demonstrate how to open and close a program.
* Students will demonstrate how to turn on and shut down a computer.
* Students will demonstrate how to adjust the volume.
* Students will demonstrate how to open and close a folder.
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| Internet Safety | * Students will understand that they should never give out personal or private information online.
* Students will understand netiquette and give examples of good netiquette.
* Students will understand that not everything on the Internet is accurate.
* Students will understand not to communicate on the Internet with people that they do not know in real life.
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| Microsoft Excel | * Students will define the vocabulary: spreadsheet, cell, column, and row
* Students will demonstrate how to enter data into a spreadsheet.
* Students will demonstrate how to navigate from cell to cell using the arrow keys and mouse.
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| Educational Software | * Students will make use of and navigate independently in numerous purchased educational software including: Pencil Pal, and Colors, Shapes, and More
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