**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. |
| Mouse Skills | * Students will properly hold the mouse, hover, click, double click, and click and drag. |
| 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. |
| Keyboard Shortcuts | * Students will demonstrate how to quit a program and print a document using keyboard shortcuts. |
| 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. |
| 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. |
| 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. |
| 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. |
| 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. |
| 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. |
| Educational Software | * Students will make use of and navigate independently in numerous purchased educational software including: Pencil Pal, and Colors, Shapes, and More |