

Second Grade Computer Skills Checklist

Levels of Proficiency: I = Introduced, D = Developing, M = Mastered

Basic Skills	✓	2
Turn on/off computer		M
Turn on/off monitor		M
Log on/off using username/password		M
Identify computer parts (CPU, monitor, mouse, keyboard, USB port, headphone/microphone jack)		M
Double-click to open a program		M
Scroll		M
Drag & drop		M
Show HOME row placement for keyboarding		D
Begin typing practice with HOME row		D
Navigate using task bar		D
Navigate drop down menu		D
Use on screen video/audio player		D
Click on "hotspots" to get additional information		D
Select appropriate print options		D
Continue typing practice with software		I

Word Processing Skills	✓	2
Type first and last name		M
Type simple sentences with capital and period		D
Use caps lock and shift keys		D
Use backspace and delete keys		D
Use enter key		D
Click once to place cursor for editing		D
Use exclamation point and question mark		D
Highlight text with mouse		D
Center text with center button		D
Change font, size, color of text		D
Use Undo		D
Type multiple sentences with space after period.		I
Highlight text to move, delete, or edit		I
Insert graphic shapes or clip art image		I
Insert Word Art		I
Use copy, cut, paste features		i

Internet Skills	✓	2
Click once to follow link to website		M
Click links on web page as directed		M
Know how to evaluate websites for accuracy and relevance		I
Know how to leave a useful comment for a peer		D
Practice good netiquette when commenting		D
Download and upload photos and videos		D
Be able to collaborate with peers on digital projects		I
Know and follow copyright rules and guidelines		D
Search for information using database		I
Type simple web address in address box		I

Primary students focus on learning basic computer functions, keyboarding, and develop word processing skills. They will create with a variety of digital tools, begin to use online databases for research, and develop basic OS familiarity.io

iPad Skills	✓	2
turn iPad on/off		M
use sleep/wake mode		M
change orientation of iPad screen (portrait/landscape)		M
adjust volume		M
attach headphones to the iPad		M
use Home button to return to the Home Screen		M
launch/open app		M
close out app (double tap Home button and swipe app up to fully close it out)		M
swipe between screens or pages in a folder		M
use Camera to take photos & record video		M
delete photos and videos		M
double tap to zoom in/out		M
adjust brightness in the Settings		D
swipe down from top and use Spotlight Search to find an app		D
swipe up from bottom and connect to AirPlay		D
update apps from the App Store		I
download apps from the App Store		I
search for apps in the App Store		I
how to turn wifi on/off & how to choose and join a wireless network		I
check for & run iOS software update		I