

Student Computer Skills Checklist K-8 Scope and Sequence

Primary students focus on learning basic computer functions and keyboarding, developing word processing skills with MS Word, creating with a variety of digital tools, beginning to use online databases for research, and developing basic OS familiarity.

Intermediate students build upon their foundational knowledge of computer functions and OS operations to troubleshoot basic computer problems and manage mobile devices, develop keyboarding skills and expand word processing skills to include MS PowerPoint and Publisher, use databases and search engines for research, and collaborate using digital tools.

Levels of Proficiency

I = Introduced

D = Developing

M = Mastered

Basic Skills	PK	K	1	2	3	4	5	6	7	8
Turn on/off computer		I	M	M	M	M	M	M	M	M
Turn on/off monitor		I	M	M	M	M	M	M	M	M
Log on/off using username/password		I	M	M	M	M	M	M	M	M
Identify computer parts (CPU, monitor, mouse, keyboard, USB port, headphone/microphone jack)		I	M	M	M	M	M	M	M	M
Double-click to open a program		I	M	M	M	M	M	M	M	M
Right-click to open local menu		I	I	D	M	M	M	M	M	M
Scroll		I	M	M	M	M	M	M	M	M
Drag & drop		I	M	M	M	M	M	M	M	M
Show HOME row placement for keyboarding			I	D	M	M	M	M	M	M
Begin typing practice with HOME row			I	D	M	M	M	M	M	M
Navigate using task bar			I	D	M	M	M	M	M	M
Navigate drop down menu			I	D	M	M	M	M	M	M
Use on screen video/audio player			I	D	M	M	M	M	M	M
Basic Skills (continued)	PK	K	1	2	3	4	5	6	7	8

Click on “hotspots” to get additional information			I	D	M	M	M	M	M	M
Select appropriate print options			I	D	M	M	M	M	M	M
Continue typing practice with software				I	D	D	M	M	M	M
Open from and save to student folder					I	D	M	M	M	M
Save vs Save As					I	D	M	M	M	M
Basic troubleshooting (restart, logon/off)					I	M	M	M	M	M

MS Word Processing Skills	PK	K	1	2	3	4	5	6	7	8
Type first and last name		I	D	M	M	M	M	M	M	M
Type simple sentences with capital and period			I	D	M	M	M	M	M	M
Use caps lock and shift keys			I	D	M	M	M	M	M	M
Use backspace and delete keys			I	D	M	M	M	M	M	M
Use enter key			I	D	M	M	M	M	M	M
Click once to place cursor for editing			I	D	M	M	M	M	M	M
Use exclamation point and question mark			I	D	M	M	M	M	M	M
Highlight text with mouse			I	D	M	M	M	M	M	M
Center text/image with center button			I	D	M	M	M	M	M	M
Change font, size, color of text			I	D	M	M	M	M	M	M
Use Undo			I	D	M	M	M	M	M	M
Type multiple sentences with space after period.				I	D	M	M	M	M	M
Highlight text to move, delete, or edit				I	D	M	M	M	M	M
Insert Word graphic shapes or clip art image				I	D	M	M	M	M	M
Insert Word Art				I	D	M	M	M	M	M
MS Word Processing Skills (continued)	PK	K	1	2	3	4	5	6	7	8
Use copy, cut, paste features				I	D	M	M	M	M	M

Add graphic or image from file folder location					I	D	M	M	M	M
Resize image or graphic					I	D	M	M	M	M
Use thesaurus feature							I	M	M	M
Use spell check							I	M	M	M
Create a numbered list and a bulleted list						I	D	M	M	M
Independently produce multi-page document							I	D	M	M

Internet Skills	PK	K	1	2	3	4	5	6	7	8
Click once to follow link to website		I	D	M	M	M	M	M	M	M
Click links on web page as directed		I	D	M	M	M	M	M	M	M
Know how to evaluate websites for accuracy and relevance		I	I	I	D	D	M	M	M	M
Know how to leave a useful comment for a peer		I	I	D	D	D	M	M	M	M
Practice good netiquette when commenting		I	I	D	D	D	M	M	M	M
Download and upload photos and videos		I	I	D	D	D	D	M	M	M
Be able to collaborate with peers on digital projects		I	I	I	D	D	D	M	M	M
Know and follow copyright rules and guidelines			I	D	D	D	D	M	M	M
Search for information using database			I	I	D	M	M	M	M	M
Type simple web address in address box				I	D	M	M	M	M	M
Search for information using search engine					I	D	M	M	M	M
Read search results before selecting link					I	D	M	M	M	M
Internet Skills (continued)	PK	K	1	2	3	4	5	6	7	8
Navigate between multiple tabs					I	D	M	M	M	M
Use forward and back buttons					I	D	M	M	M	M

Know how to bookmark/save sites					I	D	D	M	M	M
Right-click to copy image and paste in document						I	D	M	M	M

MS Publisher Skills	PK	K	1	2	3	4	5	6	7	8
Select and use template or blank file						I	D	M	M	M
Create text box and type in it						I	D	M	M	M
Insert Publisher graphic shape or clip art image						I	D	M	M	M
Move text box and graphic on page at will						I	D	M	M	M
Change color of graphic shape						I	D	M	M	M
Resize textbox, graphic, Word Art						I	D	M	M	M

MS PowerPoint Skills	PK	K	1	2	3	4	5	6	7	8
Select slide layout					I	D	M	M	M	M
Select slide design					I	D	M	M	M	M
Create text box and type in it					I	D	M	M	M	M
Insert PowerPoint graphic shape or clip art image					I	D	M	M	M	M
Insert audio					I	D	M	M	M	M
Move text box and graphic on page at will					I	D	M	M	M	M
Change color of graphic shape					I	D	M	M	M	M
Resize textbox, graphic, Word Art					I	D	M	M	M	M
Make a slide presentation - three+ slides					I	D	M	M	M	M
MS PowerPoint Skills (continued)	PK	K	1	2	3	4	5	6	7	8
Add slide transition effects					I	D	M	M	M	M
Add slide sound effects					I	D	M	M	M	M

iPad Skills	PK	K	1	2	3	4	5	6	7	8
turn iPad on/off		I	M	M	M	M	M	M	M	M
use sleep/wake mode		I	M	M	M	M	M	M	M	M
change orientation of iPad screen (portrait/landscape)		I	M	M	M	M	M	M	M	M
adjust volume		I	M	M	M	M	M	M	M	M
attach headphones to the iPad		I	M	M	M	M	M	M	M	M
use Home button to return to the Home Screen		I	M	M	M	M	M	M	M	M
launch/open app		I	M	M	M	M	M	M	M	M
close out app (double tap Home button and swipe app up to fully close it out)		I	M	M	M	M	M	M	M	M
swipe between screens or pages in a folder		I	M	M	M	M	M	M	M	M
use Camera to take photos		I	D	M	M	M	M	M	M	M
use Camera to record video		I	D	M	M	M	M	M	M	M
delete photos and videos		I	D	M	M	M	M	M	M	M
double tap to zoom in/out		I	D	M	M	M	M	M	M	M
adjust brightness in the Settings			I	D	M	M	M	M	M	M
swipe down from top and use Spotlight Search to find an app			I	D	M	M	M	M	M	M
swipe up from bottom and connect to AirPlay			I	D	M	M	M	M	M	M
update apps from the App Store				I	D	M	M	M	M	M
download apps from the App Store				I	D	M	M	M	M	M
iPad Skills (continued)	PK	K	1	2	3	4	5	6	7	8
search for apps in the App Store				I	D	M	M	M	M	M
how to turn wifi on/off				I	D	M	M	M	M	M
how to choose and join a wireless network				I	D	M	M	M	M	M
check for iOS software update				I	D	M	M	M	M	M

run iOS software update				I	D	M	M	M	M	M
arrange app icons on a screen					I	D	M	M	M	M
move app icon from one screen to another screen					I	D	M	M	M	M
add two or more apps into a folder					I	D	M	M	M	M
rename app folder					I	D	M	M	M	M
delete app icon					I	D	M	M	M	M