

4th Grade																								
1st 9-weeks Checklist																								
Student Names																								
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
Basic Operations and Concepts																								
M	Use correct posture at the computer																							
M	Identify and use the parts of a computer																							
M	Keyboard familiarity (enter/return, spacebar, arrow keys)																							
M	Use the mouse (point, click, double-click, and drag)																							
M	Use computer terminology appropriately																							
M	Recognize icons and their functions																							
M	Open, close, and restore windows																							
M	Use the scroll bar																							
M	Open and quit a software program																							
M	Open and close a file																							
M	Create, name, and save files																							
M	Use save as appropriately																							
Social, Ethical, and Human Issues																								
M	Demonstrate appropriate behavior when using computers																							
M	Demonstrate proper disk use and care (flash drive & CD)																							
Technology Productivity Tools																								
Keyboard and Mouse Manipulation																								

1	Create multiple screens to communicate information																							
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