

Programs/Software	2nd	3rd	4th	5th	6th	7th	8th
Tux Typing	X	X					
Dance Mat Typing (Website)	X	X	X	X	X	X	X
Keyboarding Without Tears	X	X					
Kidztype.com (Website)		X	X	X	X	X	X
Sebran's ABCs	X	X					
Drawing for Children	X	X	X	X	X	X	
MS Word	X	X	X	X	X	X	X
MS Excel			X	X	X	X	X
MS PowerPoint			X	X	X	X	X
MS Publisher				X	X	X	X
Internet Explorer	X	X	X	X	X	X	X
Google Chrome	X	X	X	X	X	X	X
Mavis Beacon					X	X	X
Introduction to Prezi					X	X	X
Introduction to free online tools (web builders)					X	X	X
Google Docs				X	X	X	X
Google Slides (GBD)				X	X	X	X
Google Sheets					X	X	X
Code.org (Coding)	X	X	X	X	X	X	X
General Computer Vocabulary							
Cursor	X	X	X	X	X	X	X
Icon	X	X	X	X	X	X	X
Desktop	X	X	X	X	X	X	X
Scroll Bar	X	X	X	X	X	X	X
Word processor	X	X	X	X	X	X	X
Drawing program	X	X	X	X	X	X	X
Typing program	X	X	X	X	X	X	X
Hardware/Software	X	X	X	X	X	X	X
Keyboard	X	X	X	X	X	X	X
Mouse	X	X	X	X	X	X	X
Monitor	X	X	X	X	X	X	X
Printer	X	X	X	X	X	X	X
Headphones/Speakers	X	X	X	X	X	X	X
CPU/Tower/Hard drive	X	X	X	X	X	X	X
CD-Rom	X	X	X	X	X	X	X
Flash Drive/Thumb Drive		X	X	X	X	X	X
Network		X	X	X	X	X	X
Cut, copy, paste	X	X	X	X	X	X	X
Spreadsheet program			X	X	X	X	X
Publications program				X	X	X	X
Presentation/slide show program			X	X	X	X	X
Minimize/maximize	X	X	X	X	X	X	X
Reboot			X	X	X	X	X
Photo editor					X	X	X

Code.org Vocabulary	2nd	3rd	4th	5th	6th	7th	8th
abstraction					X	X	X
algorithm	X	X	X	X	X	X	X
binary	X	X	X	X	X	X	X
Blockly	X	X	X	X	X	X	X
bug	X	X	X	X	X	X	X
call (a function)					X	X	X
code	X	X	X	X	X	X	X
command	X	X	X	X	X	X	X
computational thinking					X	X	X
computer science	X	X	X	X	X	X	X
conditionals	X	X	X	X	X	X	X
crowdsourcing					X	X	X
data	X	X	X	X	X	X	X
debugging	X	X	X	X	X	X	X
decompose					X	X	X
define (a function)					X	X	X
digital citizen					X	X	X
digital footprint	X	X	X	X	X	X	X
DNS (domain name service)					X	X	X
DSL/cable					X	X	X
event	X	X	X	X	X	X	X
event-handler	X	X	X	X	X	X	X
fiber optic cable					X	X	X
for loop							X
function					X	X	X
function call					X	X	X
function definition					X	X	X
Internet	X	X	X	X	X	X	X
IP address					X	X	X
iteration	X	X	X	X	X	X	X
loop	X	X	X	X	X	X	X
packets					X	X	X
pattern matching					X	X	X
Parameter							X
persistence	X	X	X	X	X	X	X
program	X	X	X	X	X	X	X
programming	X	X	X	X	X	X	X
run program	X	X	X	X	X	X	X
servers					X	X	X
toolbox	X	X	X	X	X	X	X
URL (universal resource locator)					X	X	X
username	X	X	X	X	X	X	X
variable					X	X	X
Wi-Fi					X	X	X
workspace	X	X	X	X	X	X	X

	2nd	3rd	4th	5th	6th	7th	8th
Basic Concepts/Skills							
Mouse manipulation	X	X	X	X	X	X	X
Appropriate use of computer/files	X	X	X	X	X	X	X
Start programs	X	X	X	X	X	X	X
Exit programs	X	X	X	X	X	X	X
Left click	X	X	X	X	X	X	X
Basic keys (Enter, Space, BS, Delete)	X	X	X	X	X	X	X
Print documents	X	X	X	X	X	X	X
Access Internet	X	X	X	X	X	X	X
Change fonts, size, & colors	X	X	X	X	X	X	X
Add clipart	X	X	X	X	X	X	X
Add wordart	X	X	X	X	X	X	X
Save documents	X	X	X	X	X	X	X
Open existing files	X	X	X	X	X	X	X
Practice typing skills	X	X	X	X	X	X	X
Use wordwrap		X	X	X	X	X	X
Use arrow keys		X	X	X	X	X	X
Use shift key	X	X	X	X	X	X	X
Use caps lock	X	X	X	X	X	X	X
Space words appropriately	X	X	X	X	X	X	X
Type stories/poems		X	X	X	X	X	X
Right click	X	X	X	X	X	X	X
Close windows	X	X	X	X	X	X	X
Resize windows	X	X	X	X	X	X	X
Move windows		X	X	X	X	X	X
Single click	X	X	X	X	X	X	X
Double click	X	X	X	X	X	X	X
Proper finger placement	X	X	X	X	X	X	X
Save files to network				X	X	X	X
Shut down computers	X	X	X	X	X	X	X
Log on to network					X	X	X
Use keypad					X	X	X
Use calculator		X	X	X	X	X	X
Safe Internet practices		X	X	X	X	X	X
Use search engines/search boxes			X	X	X	X	X

	2nd	3rd	4th	5th	6th	7th	8th
MS Word/Google Docs Skills							
Format text	X	X	X	X	X	X	X
Create tables				X	X	X	X
Edit tables	X			X	X	X	X
Edit pictures/clip art	X	X	X	X	X	X	X
Use tab/indent keys			X	X	X	X	X
Use line spacing				X	X	X	X
Use alignment buttons (left, center, right)	X	X	X	X	X	X	X
Use numbering/bullets	X	X	X	X	X	X	X
Use spelling/grammar check	X	X	X	X	X	X	X
Use print preview			X	X	X	X	X
Justify text					X	X	X
Use tabs appropriately					X	X	X
Use columns					X	X	X
MS Excel/Google Sheets Skills							
Enter data in spreadsheets			X	X	X	X	X
Format data in spreadsheets			X	X	X	X	X
Use AutoFormat command			X	X	X	X	X
Use Excel formulas for calculations			X	X	X	X	X
Format numbers according to use (% , \$)			X	X	X	X	X
Create simple charts/graphs			X	X	X	X	X
Format simple charts/graphs			X	X	X	X	X
MS Publisher Skills							
Enter text/data in text boxes				X	X	X	X
Insert graphics				X	X	X	X
Edit graphics				X	X	X	X
Move/delete/resize text boxes				X	X	X	X
Work with borders					X	X	X
Create multi-page documents					X	X	X
MS PowerPoint/Google Slides Skills							
Create slides			X	X	X	X	X
Format text on slides			X	X	X	X	X
Insert pictures/clip art			X	X	X	X	X
Use animation on text boxes			X	X	X	X	X
Use timings on slides			X	X	X	X	X
Apply slide transitions			X	X	X	X	X
Practice oral presentation skills				X	X	X	X