

1st Grade Digital Literacy Skills

D E kF F H

1.1	Know basic technology terminology: desktop, monitor, CPU, mouse, keyboard, application, program, browser	I					
1.2	Control the cursor on screen by moving the mouse	A					
1.3	Perform scrolling using side bars	D					
1.4	Click and drag to move objects on a screen ("drag and drop")	A					
1.5	Single click and double click objects ("make selections")	A					
1.6	Highlight and check objects	A					
1.7	Find keys on the keyboard to construct sentences and type student name	D					
1.8	Identify the backspace, number, space, tab, arrows, and enter keys	D					
1.9	Type using two hands to key alphabet accurately and confidently (basic touch typing skills)	D					
1.10	Use basic keyboard shortcuts (cut, copy, and paste + CTRL functions)	D					
1.11	Log-in to a computer/programs	A					
1.12	Open and quit specified program (e.g. Microsoft Word)	D					
1.13	Save work to specified location before closing applications	D					
1.14	Select a printer, use print preview, and print a document with appropriate page setup and orientation	I					
1.15	Locate, navigate, and retrieve files	I					
1.16	Create folders for organizing files	I					
1.17	Utilize drop-down menus	I					
1.18	Recognize menu bars for basic applications	I					
1.19	Compose, format, and edit using word processing software	D					
1.20	Use basic formatting techniques to format text (e.g. bold or italicize words, align text)	I					
1.21	Use more than one program at a time by minimizing, maximizing, & resizing windows (Word document & web browser)	I					
1.22	Navigate a web browser	D					
1.23	Evaluate websites for accuracy, authority, and relevancy	I					
1.24	Know what kinds of information you should/shouldn't share online	D					
1.25	Practice good netiquette	I					
1.26	Know how to leave a useful comment for a peer	I					
1.27	Create basic multimedia presentations using presentation tools	D					
1.28	Insert and resize image or graphic into project	D					
1.29	Download and upload photos	D					
1.30	Take and edit photos using photo-editing tools	D					
1.31	Create and edit videos	I					
1.32	Create audio recordings	D					

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1.33	Collaborate using web tools to discuss course content	I					
1.34	Use a drawing program to create basic shapes and labels	D					
1.35	Develop global collaborative relationship to solve real-world problems	I					
1.36	Complete digital graphic organizers and/or timelines	D					
1.37	Synthesize information from one place to another	I					
1.38	Explore a topic using effective keyword search	D					
1.39	Explore copyright and plagiarism *See your librarian	D					
1.40	Cite sources (distinguishing between digital plagiarism and paraphrasing)	D					
1.41	Utilize on-screen calculators	I					