

2nd Grade Digital Literacy Skills

B L M T V

		B	L	M	T	V
2.1	Know basic technology terminology: desktop, monitor, CPU, monitor, keyboard, application, program, browser	D				
2.2	Control the cursor on screen by moving the mouse	A				
2.3	Perform scrolling using side bars	A				
2.4	Click and drag to move objects on a screen ("drag and drop")	A				
2.5	Single click and double click objects ("make selections")	A				
2.6	Highlight and check objects	A				
2.7	Find keys on the keyboard to construct sentences and type student name	A				
2.8	Identify the backspace, number, space, tab, arrows, and enter keys	A				
2.9	Type using two hands to key alphabet accurately and confidently (basic touch typing skills)	D				
2.10	Type using 15 wpm	I				
2.11	Use basic keyboard shortcuts (cut, copy, and paste + CTRL functions)	D				
2.12	Log-in to a computer/programs	A				
2.13	Open and quit specified program (e.g. Microsoft Word)	A				
2.14	Save work to specified location before closing applications	D				
2.15	Select a printer, use print preview, & print a document with appropriate page setup & orientation	D				
2.16	Locate, navigate, and retrieve files	D				
2.17	Create folders for organizing files	I				
2.18	Utilize drop-down menus	D				
2.19	Recognize menu bars for basic applications	D				
2.20	Compose, format, and edit using word processing software	D				
2.21	Use basic formatting techniques to format text (e.g. bold or italicize words, align text)	D				
2.22	Use more than one program at a time by minimizing, maximizing, & resizing windows (Word document & web browser)	I				
2.23	Navigate a web browser	A				
2.24	Evaluate websites for accuracy, authority, and relevancy	I				
2.25	Know what kinds of information you should/shouldn't share online	D				
2.26	Practice good netiquette	D				
2.27	Know how to leave a useful comment for a peer	D				
2.28	Create basic multimedia presentations using presentation tools	D				
2.29	Insert and resize image or graphic into project	D				
2.30	Download and upload photos	D				
2.31	Take and edit photos using photo-editing tools	D				
2.32	Create and edit videos	D				
2.33	Create audio recordings	A				

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2.34	Collaborate using web tools to discuss course content	I					
2.35	Create hyperlinks	I					
2.36	Use a system for bookmarking/saving websites	I					
2.37	Use a drawing program to create basic shapes and labels	D					
2.38	Develop global collaborative relationship to solve real-world problems	D					
2.39	Complete digital graphic organizers and/or timelines	D					
2.40	Synthesize information from one place to another	D					
2.41	Explore a topic using effective keyword search	A					
2.42	Explore copyright and plagiarism *See your librarian	D					
2.43	Cite sources (distinguishing between digital plagiarism and paraphrasing)	D					
2.44	Utilize on-screen calculators	D					