

Kindergarten Digital Literacy Skills

A D H M P T

		A	D	H	M	P	T
K1	Know basic technology terminology: desktop, monitor, CPU, mouse, keyboard, application, program, browser	I					
K2	Control the cursor on screen by moving the mouse	D					
K3	Perform scrolling using side bars	I					
K4	Click and drag to move objects on a screen ("drag and drop")	D					
K5	Single click and double click objects ("make selections")	D					
K6	Highlight and check objects	D					
K7	Find keys on the keyboard to construct sentences and type student name	D					
K8	Identify the backspace, number, space, tab, arrows, and enter keys	D					
K9	Type using two hands to key alphabet accurately and confidently (basic touch typing skills)	I					
K10	Use basic keyboard shortcuts (cut, copy, and paste + CTRL functions)	I					
K11	Log-in to a computer/programs	I					
K12	Open and quit specified program (e.g. Microsoft Word)	I					
K13	Save work to specified location before closing applications	I					
K14	Select a printer, use print preview, and print a document with appropriate page setup and orientation	I					
K15	Locate, navigate, and retrieve files	I					
K16	Create folders for organizing files	I					
K17	Utilize drop-down menus	I					
K18	Recognize menu bars for basic applications	I					
K19	Compose, format, and edit using word processing software	I					
K20	Use basic formatting techniques to format text (e.g. bold or italicize words, align text)	I					
K21	Navigate a web browser	I					
K22	Evaluate websites for accuracy, authority, and relevancy	I					
K23	Know what kinds of information you should/shouldn't share online	I					
K24	Practice good netiquette	I					
K25	Know how to leave a useful comment for a peer	I					
K26	Create basic multimedia presentations using presentation tools	I					
K27	Insert and resize image or graphic into project	I					
K28	Download and upload photos	I					
K29	Take and edit photos using photo-editing tools	I					
K30	Create and edit videos	I					

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K31	Create audio recordings	I						
K32	Collaborate using web tools to discuss course content	I						
K33	Use a drawing program to create basic shapes and labels	I						
K34	Complete digital graphic organizers and/or timelines	I						
K35	Synthesize information from one place to another	I						
K36	Explore a topic using effective keyword search	I						
K37	Explore copyright and plagiarism *See your librarian	I						
K38	Cite sources (distinguishing between digital plagiarism and paraphrasing)	I						