

X= N/A I=Introduce R= Reinforce M=Master

Topic	Grade	K	1	2	3	4	5	6	7	8
Keyboarding										
Letter Recognition		I	R	M						
Home Row		X	I	R	M					
Reaches		X	X	I	R	M				
Sentences		X	X	I	R	M				
Paragraphs		X	X	X	I	R	M			
Transferring		X	X	X	I	R	R	R	M	M
Words per minute										
	0 wpm - 5 wpm	X	X	I	R	M				
	5 wpm - 10 wpm	X	X	I	R	R	M			
	10 wpm - 15 wpm	X	X	I	R	R	R	M		
	15 wpm- 20 wpm	X	X	I	R	R	R	R	M	
	20-25 + wpm	X	X	I	R	R	R	R	R	M

Word Processing	K	1	2	3	4	5	6	7	8
Reading Programs									
	Storybook Weaver	I	R	R	M				
	Reader Rabbit	I	R	M					
Microsoft Word	X	X	I	R	R	R	M		
Alignment	X	X	X	I	R	R	M		
Fonts (colour/size)	X	X	I	R	R	M			
Formatting (B/U/I)	X	X	I	R	R	M			
Page Layout (centre/right/left/justified)	X	X	I	R	R	R	M		
Spelling/grammar check	X	X	X	I	R	R	M		
Tabs	X	X	X	X	I	R	M		
Mail Merge	X	X	X	X	X	I	R	M	
Tables	X	X	X	X	I	R	M		
Columns	X	X	X	I	R	R	M		
Clipart	X	X	X	I	R	R	M		
Images	X	X	X	X	I	R	M		
Web page Design with Word	X	X	X	X	I	M			

Desktop Publishing		K	1	2	3	4	5	6	7	8
Creative Writer (or Publishing program)		X	X	I	R	R	R	M		
	Banners	X	X	I	R	M				
	Posters	X	X	I	R	R	M			
	Cards	X	X	I	R	R	M			
	Commercials	X	X	I	R	M				
Microsoft Paint		X	I	R	R	M				
Image Resizing		X	X	X	I	R	R	R	M	
Image Cropping		X	X	X	I	R	R	R	M	
Animated Gif Creation		X	X	X	X	X	I	R	R	M

Spreadsheets		K	1	2	3	4	5	6	7	8
Cells (enter data, recognize cell address)		X	X	X	X	X	I	R	M	
Define Columns, rows, cells		x	x	x	x	x	I	R	M	
Tables		X	X	X	X	X	I	R	M	
Borders		X	X	X	X	X	I	R	M	
Formulas (Currency, pre-programmed functions)		X	X	X	X	X	I	R	M	
Charts (Colour, formatting)		X	X	X	X	X	I	R	M	
Ordered Lists		X	X	X	X	X	I	R	M	
Formatting (Fonts, size)		X	X	X	X	X	I	R	M	
Grids		X	X	X	X	X	I	R	M	
Fonts/Colours		X	X	X	X	X	I	R	M	
Sorting		X	X	X	X	X	I	R	M	
Projects										
	Crossword Puzzles	X	X	X	X	X	I	R	M	
	Word Search	X	X	X	X	X	I	R	M	
	Payroll Forms	X	X	X	X	X	I	R	M	
	Planning a Party	X	X	X	X	X	I	R	M	
	Copy a spreadsheet & figure out the Formulas	X	X	X	X	X	I	R	M	

Multimedia		K	1	2	3	4	5	6	7	8
Audio Recording		X	X	X	X	X	X	I	R	M
Manipulating sounds files		X	X	X	X	X	X	I	R	M
Video/Digital Video manipulation		X	X	X	X	X	X	I	R	M
Digital Camera Use		X	X	X	X	X	X	I	R	M
	Download/Save	X	X	X	X	X	X	I	R	M
	Manipulate Pictures	X	X	X	X	X	X	I	R	M
Scanning		X	X	X	X	X	X	I	R	M
Printing		X	X	X	X	X	X	I	R	M
Microsoft FrontPage		X	X	X	X	X	X	X	I	M
Web Design		X	X	X	X	X	X	X	I	M
	Tables	X	X	X	X	X	X	X	I	M
	Images	X	X	X	X	X	X	X	I	M
	Hyperlinks	X	X	X	X	X	X	X	I	M
	HTML Code	X	X	X	X	X	X	X	I	M
	Formatting	X	X	X	X	X	X	X	I	M
Microsoft PowerPoint		X	X	X	X	X	X	I	R	M
	Transitions	X	X	X	X	X	X	I	R	M
	Animations	X	X	X	X	X	X	I	R	M
	Formatting	X	X	X	X	X	X	I	R	M
	Page Properties	X	X	X	X	X	X	I	R	M

Telecommunications		K	1	2	3	4	5	6	7	8
Logging on/off		X	I	R	M					
FTP		X	X	X						
Email		X	X	I						
Internet		X	I	R	R	R	R	M		
	Evaluating Web Pages	X	X	X	I	R	R	R	M	
	Internet Safety	X	I	R	R	R	R	M		
	Media Awareness	X	X	X	X	I	R	R	M	
	Searching Hints/Keywords	X	X	X	X	I	R	R	M	
	Web Quests	X	X	I	R	R	R	M		
	Scavenger Hunts	X	I	R	R	R	R	M		

Fundamental Computer Skills		K	1	2	3	4	5	6	7	8
Hand Eye Coordination		I	R	R	R	R	M			
Icons/Desktop		I	R	R	R	M				
Taskbar		I	R	R	R	M				
Mouse Skills		I	R	R	R	M				
	Clicking	I	R	R	R	M				
	Selecting	I	R	R	R	M				
Minimize/Maximize		I	R	R	R	M				
Resize		X	I	R	R	M				
Manipulating Multiple Windows		X	X	I	R	M				
Menus		I	R	R	R	M				
Open/Close Programs		I	R	R	R	M				
Save		X	I	R	R	M				
Delete		X	I	R	R	M				
Create Files/Folders		X	I	R	R	R	M			
Move Windows		X	I	R	R	M				

History Of Computers		K	1	2	3	4	5	6	7	8
Background		X	X	I	R	R	M			
Parts of the Computer		X	I	R	R	R	M			
	Outside (Monitor, tower)	X	I	R	R	M				
	Inside (Cpu, hard drive)	X	X	I	R	R	R	M		
Computer Care		X	I	R	R	R	M			
Vocabulary		X	I	R	R	R	R	R	R	M
Computer memory (Rom, Ram, Floppy Disk, CDROM)		X	X	X	X	I	R	R	R	M
Computer data (Binary and Digital Information)		X	X	X	X	X	I	R	R	M
Early Computers (Main frames, ENIAC, EDVAC, PC)		X	X	X	X	I	R	R	R	R
Progression (Vaccum tubes, transitors, chips)		X	X	X	X	I	R	R	R	R
History of the Internet										
Computer network progression		X	X	X	X	X	X	I	R	R
Internet protocols and languages (PPP, HTML, URL)		X	X	X	X	X	X	I	R	R

