

Technology Applications Texas Essential Knowledge & Skills

<input checked="" type="checkbox"/>	<u>Kindergarten</u>
	General Skills:
	Turn computer on / Shut down computer
	Manipulate mouse
	Use File/ Menu bar / Identify icons
	Log on / off network
	Save a file / Open saved file
	Word Processing Skills:
	Enter text
	Database Skills:
	Spreadsheet Skills:
	Create picture graphs
	Create bar graphs
	1-1 correspondence
	Multimedia Skills:
	Introduce slide show
	Drawing Skills:
	Become familiar with tool bar
	Become familiar with drawing tools
	Modify clip art
	Use pre-made pictures
	Keyboarding Skills:
	Keyboard layout
	Key locations
	Use: Space bar, Arrow keys, Shift, Return, Option, Delete
	Telecommunication Skills:
	Introduce E-Mail
	Send/receive messages