

**Chapel Hill Christian School**  
**PK-6 Technology Competencies Checklist**

**Students will perform a variety of tasks as part of their curriculum, they will:**

**Pre-Kindergarten**

- \_\_\_ 1. Locate and type 5 lower case letters.
- \_\_\_ 2. Recognize terminology (monitor, keyboard, mouse, printer, and CD-ROM).
- \_\_\_ 3. Use the mouse to open or close a program with teacher assistance.
- \_\_\_ 4. Access software (like KidPix) to draw a picture and write his/her name.

**Kindergarten**

- \_\_\_ 1. Locate and type 10 lower case letters.
- \_\_\_ 2. Recognize terminology (monitor, keyboard, mouse, printer, and CD-ROM).
- \_\_\_ 3. Use the mouse to open or close a program.
- \_\_\_ 4. Access software (like KidPix) to draw a picture, write his/her name, write a three-word description, and print.

**Grade 1**

- \_\_\_ 1. Type a Bible verse using return, space, delete, backspace, and shift keys.
- \_\_\_ 2. Use the mouse to point to icons, menu bar, and file.
- \_\_\_ 3. Power up and shut down the computer.
- \_\_\_ 4. Access CD-ROM or start program from icon.
- \_\_\_ 5. Write Bible verse, story, poem, or letter; use file menu to name, save, print, and quit.
- \_\_\_ 6. Use teacher-selected web site to find information or learn new things.

**Grade 2**

- \_\_\_ 1. Identify and use: delete, space bar, shift, cursor-moving/arrows, and caps lock.
- \_\_\_ 2. Create 3-5 sentence story, edit text, choose and insert graphic, print, save, and quit.
- \_\_\_ 3. Develop slide show presentation with teacher assistance.
- \_\_\_ 4. Access teacher-selected websites and navigate on Internet using browser elements (e.g., toolbars, favorites/bookmarks, buttons, etc.).

**Grade 3**

- \_\_\_ 1. Create personal letter using file menu items (new, open, save, close, print preview, print); edit menu (undo), tab key, and spell check.
- \_\_\_ 2. Create report or book summary using: new, open, close, save as, print preview, print, undo, spell check, graphic(s), font sizes and styles.
- \_\_\_ 3. Take digital picture(s) and use in report or presentation.
- \_\_\_ 4. Use graphics and text within a slide show presentation.