

9th-12th Grade Technology Standards/Benchmarks

State Standards	Digital Citizenship	Level of Proficiency I=Introduce D= Develop M=Master A= Apply
ET.5	Understand safety and security online: Private identity information, online privacy, security (scams, strangers, viruses, and spam).	A
ET.5	Understand manners, bullying, and ethics online: cyber bullying, cyber citizenship, ethics/property, and netiquette. Align this information and expectations with community, district, and building PBS guidelines. Review cyber bullying prevention in terms of respecting oneself and others while online.	A
ET.5.B FT.5.C FT.6.B	Authentic learning and creativity: Authentic learning (using the Internet to ask/answer real-world questions) and Creativity (learning that the Internet can spark creativity and provide tools that foster collaboration).	A
ET.5	Research and information safety: Understand plagiarism and ownership of posted information online, including written material, photographs, and ideas. Evaluate the accuracy and bias of online resources of information during the research process. Understand methods for identifying “credible” vs. “bogus” sites of information. (For more details refer to “ Research Process ” document).	A
ET.6	Twenty-first century technology: Understanding that the Internet is a dynamic communication tool that is constantly changing.	A

State Standards	Basic Operations	Level of Proficiency I=Introduce D= Develop M=Master A= Apply
ET.6	Identify and use hardware (mouse, printer, monitor, keyboard, CPU/tower, headphones, USB/travel-drives, etc.)	A
ET.6	Demonstrate recommended care, maintenance and use procedures for a computer system (cords, mouse, monitors, keyboard, USB hardware headphones, drives, etc.)	A
ET.6	Apply mouse skills (point, click, double-click, left-click, right-click, select, drag, drop, scroll).	A
ET.6	Demonstrate proper start-up, and shut-down procedures for operating system, network, and application software menu, and icons (add H:drive, menus, icons, on-screen help, etc.)	A
ET.6	Resize and manipulate application windows (minimize, maximize, close, taskbar/toolbar/ribbon)	A
ET.6	Apply proper keyboarding skills and technique, acknowledging WPM standard for each grade (By Grade 8= 30), proper posture and hand placement (ergonomics)	A
ET.6	Open, save, retrieve, delete, move, and copy files from different locations (desktop, local drives, network, CD-ROM, USB/travel drives)	A
ET.6	Create and rename a folder. Place files in the folder. Rename and delete files.	A
ET.6	Select and use the correct printer (local printer, network printer, wireless printer).	A
ET.6	Copy, cut, and paste text and/or graphics between two applications.	A

State Standards	Word Processing	Level of Proficiency I=Introduce D= Develop M=Master A= Apply
ET.6	Identify and type letters (lower and upper case), numbers, and use punctuation for simple sentences. Identify and use symbols, backspace, shift, control, enter, spacebar, caps lock, and delete keys.	A
ET.1	Use different sizes, styles and types of fonts. Change the color of the font.	A

ET.6		
ET.6	Demonstrate editing techniques (select, delete, overwrite, insert, move, copy, cut and paste).	A
ET.6	Create simple tables with rows and columns.	A
ET.6	Change text alignment (left, right, center). Use of tab key.	A
ET.6	Spell check and use of grammar and thesaurus.	A
ET.1 ET.6	Demonstrate different formatting (bold, underline, bullets, borders and shading) to enhance the appearance of the document.	A
ET.1 ET.6	Insert a picture, clip art, shapes and symbols to enhance a document.	A
ET. 6	Adjust margins, page orientation, size, use of “shrink to fit” and line spacing.	A
ET. 6	Insert page numbers, header, footer, date and time.	A
ET.1 ET.2 ET.6	Produce a variety of documents (lists, captions, notes, stories, invitations, and letters) including different document templates (certificates, invitations, letters, flyers, newsletters)	A
State Standards	Drawing, Painting & Graphics	Level of Proficiency I=Introduce D= Develop M=Master A= Apply
ET.1 ET.6	Create freehand drawing pictures. Use the shape, line, stamps, and other drawing tools. Change fill, line, text, background colors in a drawing. Manipulate and edit an image with the eraser, brush, undo, and other editing tools.	A
ET.1 ET.6	Crop, copy, cut or paste to edit an existing graphic image. Alter the contrast and brightness of an existing image.	A
ET.6	Export drawing to different file formats (.jpg, .bmp, .gif, etc.)	A
ET.1 ET.2 ET.6	Identify and incorporate basic principles of layout and design. Use 509J visual scoring guide and/or Rubistar.com	A

State Standards	Presentation	Level of Proficiency I=Introduce D= Develop M=Master A= Apply
ET.1 ET.3	Organize thoughts, ideas and information using storyboards.	A
ET.1 ET.2 ET.3 ET.6	Create presentations involving sequenced slides.	A
ET.6	Apply different slide layouts (title slide, bulleted list, chart, etc.).	A
ET.1 ET.6	Select design templates to enhance the presentation.	A
ET.1 ET.6	Select, create or modify a presentation background (color, texture, image).	A
ET.6	Use word art or other text effect tool, styles, and shapes to enhance slide titles.	A
ET.1 ET.2 ET.6	Add special effects (transitions, timings, links, and custom animation).	A
ET.1 ET.2 ET.6	Manipulate the slide order (using slide sorter, outline, or other layout views).	A
ET.1 ET.2 ET.6	Use sound files (.wav, .mid, .mp3, CD) and video files from different sources.	A
ET.1 ET.2 ET.3 ET.6	Use appropriate internet multimedia resources (images, sounds, music, and video). Properly cites sources.	A

State Standards	Spreadsheet	Level of Proficiency I=Introduce
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		D= Develop M=Master A= Apply
ET. 6	Identify the characteristics and parts of a spreadsheet (rows, columns, ranges, labels and numbers, menu-bar, toolbar).	A
ET. 6	Navigate through a spreadsheet using arrow keys, goto, tab, and the mouse.	A
ET. 6	Modify column width and/or row height of single or multiple cells.	A
ET. 6	Add and delete cells, rows and columns.	A
ET. 6	Enter and edit numbers, or text into a spreadsheet.	A
ET. 6	Format cells (number, alignment, (wrap text), font, border, pattern, and protection).	A
ET. 6	Use appropriate number formats to display data (i.e. currency and percent).	A
ET. 6	Create a simple formula to add, subtract, multiply, or divide.	A
ET. 6	Copy, cut and paste the contents of cells. Use the fill method to copy the contents of cells (lists and formulas).	A
ET. 6	Sort data ascending and descending.	A
ET. 4 ET. 6	Create various graphs (pie, line, bar).	A
ET. 6	Insert a new worksheet, chart, or picture into the spreadsheet.	A
ET. 4 ET. 6	Use functions (example: sum, average, min, max, mean, and mode).	A
ET. 4 ET. 6	Use and modify charts and graphs to analyze data and convey information.	A
ET. 1 ET. 2 ET. 4 ET. 6	Use functions (mathematics, statistical, financial) to analyze data and make "what if" analysis.	A