

Seventh Grade

Standard	Benchmark Skill	Introduce	Develop	Assess	Reinforce
I. Basic operations and concepts	1.1 Demonstrate proper posture, correct finger positions, and keyboarding skills.				<input type="checkbox"/>
	1.2 Demonstrate editing skills: word/sentence/indent/double spacing, formatting (font, styles, justification), spell checking.				<input type="checkbox"/>
	1.3 Reset desktop to appropriate settings (quit programs).				<input type="checkbox"/>
	1.4 Demonstrate keyboarding at 20 words per minute.			<input type="checkbox"/>	
	1.5 Select specific printer.				<input type="checkbox"/>
	1.6 Save to a specific folder (local or server).				<input type="checkbox"/>
II. Social, ethical, and human issues	2.1 Practice responsible use of equipment and software.		<input type="checkbox"/>		
	2.2 Demonstrate positive social and ethical behaviors when using technology.		<input type="checkbox"/>		
	2.3 Cite source(s) used in projects, following citation format.			<input type="checkbox"/>	
	2.4 Discuss basic issues related to responsible use of technology and information and the consequences of inappropriate use.		<input type="checkbox"/>		
III. Productivity tools	3.1 Create a word processing document that includes an inserted graphic (clipart library or gallery, CDs, web, scanner, camera).				<input type="checkbox"/>
	3.2 Use a spreadsheet to organize data for a chart or graph.	<input type="checkbox"/>			
	3.3 Use a spreadsheet for simple formulas.	<input type="checkbox"/>			
	3.4 Create a diagram/outline to organize information.	<input type="checkbox"/>			
	3.5 Use technology tools (scanner, cameras, multimedia authoring, web tools) for writing, communication and publishing.		<input type="checkbox"/>		
	3.6 Create a slide show, including background, text, graphics, and special effects complimentary to the content.			<input type="checkbox"/>	
IV. Communication tools	4.1 Present a technology created project.		<input type="checkbox"/>		
	4.2 Use online information resources to meet needs for research, publications, communication and productivity.		<input type="checkbox"/>		
V. Research tools	5.1 Use technology resources (online resources, CDROMs) to gather information.			<input type="checkbox"/>	
	5.2 Use effective searching strategies (Boolean, keyword and phrase).		<input type="checkbox"/>		
	5.3 Evaluate electronic information sources for accuracy and relevancy.		<input type="checkbox"/>		
VI. Problem-solving and decision-making tools	6.1 Use technology resources (educational software, calculators) for problem solving, self-directed learning, and extended learning activities.		<input type="checkbox"/>		