Grade	Strand	Standard	Software	Introduced
	Grade Three			
	1.0 Information Technology Basics			
	1.1	Demonstrate word processing skills such as the use of the spell-checker and thesaurus.	MS Word	Lab
	1.2	Demonstrate intermediate operating system skills such as creating folders and moving files.	Windows OS	Lab
	1.3	Use both hands for all word processing to reinforce keyboarding skills.	MS Word	Lab
	1.4	Browse the Web at teacher-selected sites/bookmarks to learn new subject matter.	Internet Explorer	Lab
	1.5	Demonstrate File Management Skills of copying, move Rename, reopen personal files, and back up files to File server and removeable storage device.	Windows OS	
	2.0 Application and Integration of Technology			
	2.1	Use information technology as a tool and as a resource for learning and skill-building throughout the curriculum (e.g., language arts, mathematics, science, social science).	Internet Explorer	Classroom
	2.2	Create and edit paragraphs and short reports, edit with the spell checker, align text, use the tab key, insert word art, insert pictures, and change fonts.	MS Word	Lab
	2.3	Copy and paste text or graphics within a document.	MS Word	Lab
	2.4	Use basic features of electronic mail under the direct supervision of a teacher for classroom projects.	Groupwise	Lab/Classroom
	2.5	Practice evaluating the validity of information resources Found on the web	Internet Explorer	Lab
	2.6	Learn the correct way to use a search engine	Internet Explorer	Lab
	3.0 Use of Creativity Tools			
	3.1	Students will be introduced to the digital camera to incorporate pictures into documents.	Various	Classroom
	3.2	Create a multimedia or hypermedia (multimedia with links) project based on a curriculum focus.	Various	Lab
	4.0 Information Technology in Life and Society			
	4.1	Understand and follow the K-4 Internet Use Guidelines.	None	Lab/Classroom
	4.2	Discuss basic issues related to responsible use of technology and information and describe personal consequences of inappropriate use.	None	Lab