

# TECHNOLOGY

## GRADE TWO

### STANDARDS

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- 1.0 **Problem Solving** — Students utilize problem-solving processes through the use of resources to reach a desired outcome.
- 2.0 **Productivity Tools** — Students use appropriate productivity tools including, but not limited to, word processing spreadsheet, database, multimedia and telecommunications.
- 3.0 **Research Tools** — Students use various technology tools to research information and evaluate its accuracy and appropriateness in order to solve problems and make decisions.
- 4.0 **Tools and Processes** — Students identify, apply concepts, and manage various tools and resources to evaluate their accuracy and appropriateness in solving problems and making decisions.
- 5.0 **Systems** — Students recognize that systems are made up of individual components and that each component affects the operation of the system and its relationship with other systems.
- 6.0 **Implications on Society** — Students evaluate the impact and ethical implications on individuals, society and the environment.

### ESSENTIAL CONCEPTS, SKILLS, AND EXPERIENCES

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#### PROBLEM SOLVING

*It is expected that students will:*

- (2)1.1 discuss a design/problem-solving method
- (2)1.2 utilize a design/problem-solving method

#### PRODUCTIVITY TOOLS

*It is expected that students will:*

- (2)2.1 identify parts of the computer
- (2)2.2 identify basic parts of a variety of technological learning tools
- (2)2.3 demonstrate proper care and handling of equipment (computers, cameras)
- (2)2.4 use input devices (e.g., mouse, keyboard, remote control) and output devices (e.g., monitor, printer) to successfully operate computers, VCRs, audiotapes, and other technologies
- (2)2.5 use a variety of media and technology resources for directed and independent learning activities
- (2)2.6 demonstrate proper keyboarding skills by locating and using letters, numbers, and special keys on a keyboard using the proper left or right hand [NS 2.3.1]
- (2)2.7 demonstrate proper navigation of the desktop, which includes:
  - a. appropriate cursor movement

## TECHNOLOGY GRADE TWO (continued)

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- b. opening and closing
- c. proper use of the task bar, other buttons, and functional icons
- (2)2.8 follow proper sequence to run programs and accessories, which includes:
  - a. starting and exiting programs and accessories
  - b. switching between multiple programs
- (2)2.9 create a document that demonstrates simple typing and editing skills [NS 2.3.2]
- (2)2.10 create a document including a graphic using basic formatting techniques that demonstrate the ability to type, edit and print [NS 2.5.2]:
  - a. type simple sentences using a word processor
  - b. use cut, copy, paste, save, open, format and print to edit a document
  - c. insert graphics into a document
  - d. use a basic drawing program to include preprogrammed graphics (inserting, selecting, sizing, cropping, editing, and importing)
  - e. demonstrate use and function of drawing tools
- (2)2.11 demonstrate proper management of files and folders, which includes:
  - a. viewing
  - b. creating
  - c. renaming
  - d. deleting
  - e. creating and saving files on various storage media [NS 2.3.6]
- (2)2.12 understand commands, procedures, and management of developmentally appropriate multimedia
  - a. use developmentally appropriate multimedia software
  - b. create a multimedia document or presentation with guided instruction, using text, graphics, and/or sound [NS 2.5.5]
- (2)2.13 search a database with guided instruction to locate specific information (e.g. electronic sources, telephone book, encyclopedia, and library card catalog) [NS 2.3.3]
- (2)2.14 use technological learning tools to enhance and extend learning and achievement through the development of effective communication skills
- (2)2.15 demonstrate responsible use of communication network applications
  - a. identify electronic communication devices [NS 2.3.7.1]
  - b. identify devices that require connectivity [NS 2.3.7.2]
  - c. demonstrate use of communication capabilities such as electronic mail, conferencing, etc.
  - d. create messages which integrate written, audio, and text information
  - e. describe the process of accessing a LAN and demonstrate the process as available [NS 2.5.7.1]
- (2)2.16 demonstrate sharing of data among a variety of programs through copying, linking, and/or embedding text and graphical objects [NS 2.3.5]
- (2)2.17 explain the purpose of a multimedia presentation using multimedia software [NS 2.3.5]
- (2)2.18 properly manage, maintain, and care for technological learning tools
- (2)2.19 utilize a pre-designed spreadsheet, demonstrate the ability to enter simple labels, values, and formulas [NS 2.3.4]

## TECHNOLOGY GRADE TWO (continued)

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### RESEARCH TOOLS

*It is expected that students will:*

- (2)3.1 select a research topic or define a problem using technology tools [NS 3.3.1]
- (2)3.2 generate keywords for a research topic search or problem with guided instruction using electronic based sources [NS 3.5.2]
- (2)3.3 select information for a research topic or problem from a resource; summarize and share the research process and its outcome [NS 3.5.7]
- (2)3.4 identify and examine organizational formats using a technology tool to arrange information
- (2)3.5 use technology to collect, organize, and analyze data, with guidance from the instructor
- (2)3.6 demonstrate an understanding of intellectual property

### TOOLS AND PROCESSES

*It is expected that students will:*

- (2)4.1 use technologies as an educational tool in all content areas
- (2)4.2 use technologies independently and collaboratively
- (2)4.3 recognize the importance of safety in computer and technology applications [NS 4.3.3]
- (2)4.4 demonstrate the importance of safety and ease of use in selecting appropriate tools [NS 4.5.3]
- (2)4.5 employ tools and materials to design or develop products or projects [NS 4.5.2]
- (2)4.6 use technology information processing skills to enhance and extend learning in all areas

### SYSTEMS

*It is expected that students will:*

- (2)5.1 define a system [NS 5.3.1]
- (2)5.2 identify the parts of a system and explain how the parts working together allow the system to do things the individual parts are unable to do alone (e.g., components of a computer system) [NS 5.3.2]
- (2)5.3 identify and categorize systems that provide food, clothing, shelter, entertainment, communications, health care, security, and other necessities and comforts of life [NS 5.3.3]

### IMPLICATIONS ON SOCIETY

*It is expected that students will:*

- (2)6.1 describe how technology is used in daily activities to meet personal needs
- (2)6.2 practice etiquette using technology
- (2)6.3 describe the relationship between careers and technological developments

## TECHNOLOGY GRADE TWO (continued)

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- (2)6.4 describe common uses of technology in daily life and how environments are changed  
[NS 6.3.4]
- (2)6.5 describe and use required district, school, and classroom procedures for use of technology