## Hawthorne School District Technology Expectations

### Sixth through Eighth Grade

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#### Keyboard Awareness
- Demonstrate mastery typing letter keys, numeric keys, and symbols
- Select and open a folder/drive icon using the mouse
- Utilize the mouse for sizing an item, moving an item, and opening a hyperlink within document
- Utilize the Shift/Ctrl key in conjunction with other keys to expand formatting options
- Utilize keyboard shortcuts: Tab key, Ctrl X, Ctrl C, Ctrl V, Ctrl Z, Ctrl S, Ctrl F, Ctrl P, Esc key, F5 key, F7 key
- Incorporate additional keyboard short cuts: Ctrl A, Ctrl B, Ctrl U, Alt, Tab

#### Internet Awareness
- Use the Internet without revealing personal information about myself or others

#### Application Awareness

##### Word Processing
- Utilize the short cut keys or toolbar to cut, copy, and paste, etc.
- Add charts, graphs, and tables into a project from another file on the computer, from the Internet, or from a software gallery
- Format and insert a table with data into a document
- Format and incorporate bullets, page layout, headers and footers, border, and drawing tools in a wordprocessing document
- Resize, crop, and rotate pictures in a wordprocessing document
- Format and manipulate pictures with text wrapping and cropping tools
- Collaborate with other students using proofreading tools to edit peer documents
- Construct a document with hyperlinks to incorporate web links and e-mail addresses
- Adjust the page set up margins and tabs

##### Spreadsheets
- Utilize short cut keys to manipulate and format data
- Assess when data and formulas in a spreadsheet are incorrectly calculated
- Evaluate data and draw conclusions from tables and graphs
- Manipulate an existing spreadsheet template to add content
- Identify cells, rows, and columns by their alpha/numeric label
- Insert and delete rows and columns
- Locate the formula bar and insert a pre-defined formula
- Adjust the page set up margins and tabs
| Convert data in a spreadsheet into various graphs |
| Export graphs, charts, and data to other applications to present information about a concept or skill |
| Analyze and share information for decision making on a collaborative project |
| Manipulate and synthesize data using the sort, filter, and input features to review information |
| Construct and apply formulas using the order of operations |

**Presentation/Multimedia**

| Customize the layout, designs, animations, and transitions of presentations |
| Locate, choose, and insert a picture, video, and sound into a project |
| Create presentations to demonstrate understanding of a concept |
| Critique and revise the layout, designs, animations, and transitions of a content presentation using rubrics |
| Analyze and select the program which best fits the activity to demonstrate knowledge of the skill or concept |
| Insert hyperlinks to enhance the concept and provide additional resources |