

Technology Applications

Texas Essential Knowledge & Skills

<input checked="" type="checkbox"/>	<u>Second Grade</u>
	General Skills:
	Recognize different kinds of icons
	Open documents from other folders
	Access various printers
	Use Save As to rename a document
	Word Processing Skills:
	Reinforce K-1 skills and terminology
	Change font type / Size
	Copy / Paste / Cut text
	Insert / Delete text
	Import graphics / pictures
	Access spell check
	Database Skills:
	Reinforce grade 1 skills and terminology
	Spreadsheet Skills:
	Reinforce K-1 skills and terminology
	Create a table
	Create graphs from a table
	Multimedia Skills:
	Reinforce K-1 skills and terminology
	Create own slide show
	Record sound
	Drawing Skills:
	Reinforce K-1 skills and terminology
	Use eraser
	Change line width
	Flip picture
	Resize picture
	Keyboarding Skills:
	Reinforce K-1 skills and terminology
	Introduce fingers to home row
	Telecommunication Skills:
	Reinforce K-1 skills and terminology