

# Technology Applications

## Texas Essential Knowledge & Skills

<input checked="" type="checkbox"/>	<u><b>Fourth Grade</b></u>
	<b>General Skills:</b>
	Reinforce K-3 skills and terminology
	Use appropriate computer etiquette for E-Mail
	Understand Software piracy / copyright issues
	<b>Word Processing Skills:</b>
	Reinforce K-3 skills and terminology
	Create multiple columns
	Create templates / stationary documents
	Insert Header, Footer, Time, Date, Page number
	Create Outlines
	Access Thesaurus
	<b>Database Skills:</b>
	Reinforce K-3 skills and terminology
	Set up a multiple field database
	Create layouts
	Create auto entry fields
	<b>Spreadsheet Skills:</b>
	Reinforce K-3 skills and terminology
	Set up a multiple column spreadsheet
	Change column width & height
	Create formulas (+, -, x, ÷)
	Create appropriate graphs
	<b>Multimedia Skills:</b>
	Reinforce K-3 skills and terminology
	Create presentations which include: Student-created /custom animation, video clips, digital images
	<b>Drawing Skills:</b>
	Reinforce K-3 skills and terminology
	Modify clip art
	Group/ungroup, Rotate, and Align objects
	<b>Keyboarding Skills:</b>
	Reinforce K-3 skills and terminology
	Correct fingering for all letters
	(End of Year=10 wpm with 95% accuracy)
	<b>Telecommunication Skills:</b>
	Reinforce K-3 skills and terminology