

# Texas Essential Knowledge and Skills for Technology Applications (Grades 3-5)

Foundations	Information Acquisition	Solving Problems	Communication
<p><b>Demonstrates knowledge and use appropriate of hardware components, software programs, and their connections.</b></p> <p><b>1A</b> Use technology terminology appropriate to the task</p> <p><b>1B</b> Save and delete files, use menu options and commands, and work with more than one software application</p> <p><b>1C</b> Identify and describe the characteristics of digital input, processing, and output</p> <p><b>1D</b> Delineate and make necessary adjustments regarding compatibility issues including, but not limited to, digital file format and cross platform connectivity</p> <p><b>1E</b> Access remote equipment on a network such as a printer or other peripherals</p> <p><b>Uses data input skills appropriate to the task.</b></p> <p><b>2A</b> Use a variety of input devices such as mouse, keyboard, disk drive, modem, voice/sound recorder, scanner, digital video, CD-ROM, or touch screen</p> <p><b>2B</b> Use proper keyboarding techniques such as correct hand and body positions and smooth and rhythmic keystroke patterns</p> <p><b>2C</b> Demonstrate touch keyboarding techniques for operating the alphabetic, numeric, punctuation, and symbol keys as grade-level appropriate</p> <p><b>2D</b> Produce documents at the keyboard, proofread, and correct errors</p> <p><b>2E</b> Use language skills including capitalization, punctuation, spelling, word division, and use of numbers and symbols as grade-level appropriate</p> <p><b>2F</b> Demonstrate an appropriate speed on short timed exercises depending upon the grade level and hours of instruction</p> <p><b>Complies with laws and examines issues regarding use of technology in society.</b></p> <p><b>3A</b> Follow acceptable use policies when using computers</p> <p><b>3B</b> Model respect of intellectual property by not illegally copying software or another individual's electronic work</p>	<p><b>Uses a variety of strategies to acquire information from electronic resources, with appropriate supervision.</b></p> <p><b>4A</b> Apply appropriate electronic search strategies in the acquisition of information including keyword and Boolean search strategies</p> <p><b>4B</b> Select appropriate strategies to navigate and access information on local area networks (LANs) and wide area networks (WANs), including the Internet and intranet, for research and resource sharing</p> <p><b>Acquires electronic information in variety of formats, with appropriate supervision.</b></p> <p><b>5A</b> Acquire information including text, audio, video, and graphics</p> <p><b>5B</b> Use on-line help and documentation</p> <p><b>Evaluates acquired electronic information.</b></p> <p><b>6A</b> Apply critical analysis to resolve information conflicts and validate information</p> <p><b>6B</b> Determine the success of strategies used to acquire electronic information</p> <p><b>6C</b> Determine usefulness and appropriateness of digital information</p>	<p><b>Uses appropriate computer-based productivity tools to create and modify solutions to problems.</b></p> <p><b>7A</b> Use software programs with audio, video, and graphics to enhance learning experiences</p> <p><b>7B</b> Use appropriate software to express ideas and solve problems including the use of word processing, graphics, databases, spreadsheets, simulations, and multimedia</p> <p><b>7C</b> Use a variety of data types including text, graphics, digital audio, and video</p> <p><b>Uses research skills and electronic communication, with appropriate supervision, to create new knowledge.</b></p> <p><b>8A</b> Use communication tools to participate in group projects</p> <p><b>8B</b> Use interactive technology environments, such as simulations, electronic science or mathematics laboratories, virtual museum field trips, or on-line interactive lessons, to manipulate information</p> <p><b>8C</b> Participate with electronic communities as a learner, initiator, contributor, or mentor</p> <p><b>Uses technology applications to facilitate evaluation of work, both process and product.</b></p> <p><b>9A</b> Use software features, such as on-line help, to evaluate work progress</p> <p><b>9B</b> Use software features, such as slide show previews, to evaluate final product</p>	<p><b>Formats digital information for appropriate and effective communication.</b></p> <p><b>10A</b> Use font attributes, color, white space, and graphics to ensure that products are appropriate for the defined audience</p> <p><b>10B</b> Use font attributes, color, white space, and graphics to ensure that products are appropriate for the communication media including multimedia screen displays, Internet documents, and printed materials</p> <p><b>10C</b> Use appropriate applications including, but not limited to, spreadsheets and databases to develop charts and graphs by using data from various sources</p> <p><b>Delivers the product electronically in a variety of media, with appropriate supervision.</b></p> <p><b>11A</b> Publish information in a variety of media including, but not limited to, printed copy, monitor display, Internet documents, and video</p> <p><b>11B</b> Use presentation software to communicate with specific audiences</p> <p><b>Uses technology applications to facilitate evaluation of communication, both process and product.</b></p> <p><b>12A</b> Select representative products to be collected and stored in an electronic evaluation tool</p> <p><b>12B</b> Evaluate the product for relevance to the assignment or task</p> <p><b>12C</b> Create technology assessment tools to monitor progress of project such as checklists, timelines, or rubrics</p>

