

Grade 5

Keyboarding Curriculum Timeline

Week	Concepts Taught	Standards Addressed
1	Network Login Proper Log Off/Shutdown Method	<p>ISTE Standard 1C: Students use technology to seek feedback that informs and improves their practice and to demonstrate their learning in a variety of ways.</p> <p>ISTE Standard 1D: Students understand the fundamental concepts of technology operations, demonstrate the ability to choose, use and troubleshoot current technologies and are able to transfer their knowledge to explore emerging technologies.</p>
2	Start Menu Functions Accessing Programs Search Function	ISTE 1C and 1D
3/4	Desktop Exploration Exploring Icons Tray Usage	ISTE 1C and 1D
5	Accessing Files	ISTE 1C and 1D
6/7 Begin MS Power- Point	Opening a Document Saving a Document (Save v. Save As) Retrieving a Document Printing a Document	<p>ISTE Standard 1C: Students use technology to seek feedback that informs and improves their practice and to demonstrate their learning in a variety of ways.</p> <p>ISTE Standard 1D: Students understand the fundamental concepts of technology operations, demonstrate the ability to choose, use and troubleshoot</p>

		<p>current technologies and are able to transfer their knowledge to explore emerging technologies.</p> <p>ISTE Standard 6A: Students choose the appropriate platforms and tools for meeting the desired objectives of their creation or communication.</p> <p>ISTE Standard 6B: Students create original works or responsibly repurpose or remix digital resources into new creations.</p> <p>ISTE Standard 6D: Students publish or present content that customizes the message and medium for their intended audiences.</p>
8	Scrolling Page View Zoom Slider	ISTE 1C and 1D
9	Highlighting Text Bold/Italicize/Underline Text Text Color and Fonts Text Alignment	ISTE 1C and 1D
10	Undo Button Spelling/Grammar Modifications Cut and Paste	ISTE 1C and 1D
11/12	Bullet Lists Inserting/Formatting Clip Art, Word Art, Shapes, Text Boxes, Word Tables	ISTE 1C and 1D
13	Slide Sorter View Creating a New Slide Slide Layout	ISTE 1C and 1D
14	Transitions Animations	ISTE 1C and 1D

15	Notes Slide Show	ISTE 1C and 1D
16-19	Microsoft PowerPoint Culminating Activity	<p>ISTE Standard 1A: Articulate and set personal learning goals, develop strategies leveraging technology to achieve them and reflect on the learning process itself to improve learning outcomes.</p> <p>ISTE Standard 6A: Students choose the appropriate platforms and tools for meeting the desired objectives of their creation or communication.</p> <p>ISTE Standard 6B: Students create original works or responsibly repurpose or remix digital resources into new creations.</p> <p>ISTE Standard 6D: Students publish or present content that customizes the message and medium for their intended audiences.</p>
20/21 Begin Google Slides	Logging into Google Opening Google Slides Creating a New Presentation Titling a Presentation Opening an Existing Presentation Logging Off	<p>ISTE Standard 1C: Students use technology to seek feedback that informs and improves their practice and to demonstrate their learning in a variety of ways.</p> <p>ISTE Standard 1D: Students understand the fundamental concepts of technology operations, demonstrate the ability to choose, use and troubleshoot current technologies and are able to transfer their</p>

		knowledge to explore emerging technologies.
22	Undo Button Editing Revision History Printing	ISTE 1C and 1D
23	Help Tab Tab Navigation	ISTE 1C and 1D
24	Sharing Commenting	ISTE 1C and 1D
25	Adding a Slide Slide Sorter Slide Layout Presentation Mode	ISTE 1C and 1D
26	Transitions Animations	ISTE 1C and 1D
27-30	Google Slides Culminating Activity	<p>ISTE Standard 1C: Students use technology to seek feedback that informs and improves their practice and to demonstrate their learning in a variety of ways.</p> <p>ISTE Standard 1D: Students understand the fundamental concepts of technology operations, demonstrate the ability to choose, use and troubleshoot current technologies and are able to transfer their knowledge to explore emerging technologies.</p> <p>ISTE Standard 6A: Students choose the appropriate platforms and tools for meeting the desired objectives of their creation or communication.</p>

		<p>ISTE Standard 6B: Students create original works or responsibly repurpose or remix digital resources into new creations.</p> <p>ISTE Standard 6D: Students publish or present content that customizes the message and medium for their intended audiences.</p> <p>ISTE Standard 7A: Students use digital tools to connect with learners from a variety of backgrounds and cultures, engaging with them in ways that broaden mutual understanding and learning.</p>
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