

6th Technology Application Standards by Content Area

English

All Subjects	English
Return to All Sixth Grade Technology Standards by Content Area	

Foundations

Technology Terminology/Acceptable Use Policy (AUP)

T1	Learn grade level appropriate technology terminology . (1E, 1H)
T2	Teachers will review the rules included in the NEISD Acceptable Use Policy and model appropriate use of the computer. (3A, 3B, 3C)
T3	Students will sign off on the NEISD AUP and demonstrate an understanding of the rules when accessing NEISD computers. (3A, 3B, 3C)
T4	Students will not copy: 1) another individual's electronic work, or 2) software for which they do not have a license, or 3) copyrighted information that does not meet "fair use guidelines".(3A, 3B, 3C)

Networking

N1	Log on and off the network using personal username and password each time computer is used. (1A)
N2	Create, name, and save files to personal directory on the network. (1A, 1B, 1F)
N3	Access files in personal directory and on the student shared directory. (1A, 1B, 1F)
N4	Copy files from the student shared directory to personal directory by copying the icon or using the Save As feature within the program. (1A, 1B, 1F)
N5	Select and print to the appropriate networked printer. (1A, 1B, 1F, 2A)

Basic Operations

B1	Use My Computer or Network Neighborhood to navigate to available drives. (1A, 1B)
B4	Use the Help menu to type in a keyword and/or look at the available list of topics. (5C)
B5	Use the Ctrl+Alt+Delete keys to unfreeze the computer. (1A)
B6	Right-click on files, folders, icons, and within applications to access menu options. (1A)
	Delete files within personal directory by right-clicking the file icon and choosing

B7	delete. (1A)
B8	Create folders within personal directory to organize files. (1A, 1B)
B9	Rename files and folders within personal directory by right-clicking and choosing Rename. 1A, 1B)
B10	Adjust the view of files and folders by selecting View from the menu bar and choosing Large Icon, Small Icon, List, or Details . (1A, 1B)
B11	Organize files and folders within personal directory by selecting View from the menu bar, choosing Arrange Icons and making a selection. (1A, 1B)
B12	Save digital files to a CD-R. (1B, 5B)
B13	Recognize various file formats including, but not limited to, .doc, .ppt, .xls, .dbf, .bmp, .jpeg, .gif, .stk, .ins, .html and their associated applications/programs. (1D, 1E, 5A)

Keyboarding

K1	Use correct posture when keyboarding and demonstrate mastery of proper keyboarding technique. (2A, 2B)
K2	Use language skills including capitalization, punctuation, spelling, word division, and the use of numbers and symbols as grade-level appropriate. (2B)
K3	Use a variety of software applications such as Word, Excel, or Inspiration to produce, proofread, and correct errors within documents. (2B, 7A, 7B, 7C)
K4	Students will keyboard 24 words per minute with 96% accuracy by the end of the sixth grade. (2A, 2B)
K5	Use one space after all punctuation marks. (2C)
K6	Keyboard from copy (documents, textbooks, or other printed sources of information). (2A, 2B, 2C)

Information Acquisition and Problem Solving

These applications are intended to be used within the context of the content area TEKS to express ideas and solve problems.

Word Processing (Word)

W1	Create a new document or open an existing one on the student-shared directory. (7A)
W2	Change font size, type, style (bold, italicize, underline), and color. (7A, 10D)
W3	Use the highlighter tool to highlight text with different colors. (NE)
W4	Use Alignment tools to format text (left, right, center, justify). (7A)
W5	Format text by using Bullets and Numbering . (7A, 10D)
W6	Create tables to structure and organize information. (7G, 10D)
W7	Use the Spelling and Grammar and Thesaurus features to edit documents. (7A)
W8	Understand AutoCorrect feature for spelling and grammar (Red underline – misspelling, green underline – grammar). Correct these by right-clicking on the

	underlined word(s) and selecting the appropriate option. (7A)
W9	Insert Pictures from Clipart Gallery and From File (digital camera, scanner, or other source). (7A, 7G, 10D)
W10	Move and resize clipart and/or images by right-clicking on the image, selecting Format Picture , clicking the Layout tab, and choosing the appropriate Wrapping Style . (10D)
W11	Access available tools (standard, formatting, drawing, etc.) by selecting View from the menu bar and choosing Toolbars. (7F)
W12	Use Draw tools (WordArt , Text Box , Paint bucket , Lines and Arrows , and AutoShapes). (7F)
W13	Highlight/Select one or more objects and under the Draw menu choose: 1) Grid to unsnap or snap objects to grid, 2) Order to layer objects and text, 3) Rotate or Flip to change object orientation, 4) Group or Ungroup to combine or separate objects, and 5) Align and Distribute to position objects. (7F)
W14	Adjust margins, page orientation, and vertical alignment using Page Setup under the File menu. (7A, 10D)
W15	Insert Headers and Footers using the View menu. (7A, 10D)
W16	Format page by inserting Borders and Shading . (7A, 10D)
W17	Adjust spacing using Paragraph in the Format menu. (7A, 10D)
W18	Insert a Hyperlink. (NE)

Graphic Organizer (Inspiration)

G1	Create a diagram or open an existing template that explains an idea or concept. (10D)
G2	Insert symbols or pictures into diagram. (10D)
G3	Use the link tool to connect objects within a diagram. (10D)
G4	Change the font size, type, style (bold, italicize, underline), and color. (10D)
G5	Use the Rapid Fire tool to input ideas into a diagram. (10D)
G6	Use the Spell Check tool to edit diagrams. (10D)
G7	Compile notes and ideas into outlines using the Outline View. (10D)
G8	Insert hyperlinks. (NE)
G9	Use Draw Tools to design and format a diagram. (7F, 10D)
G10	Select Group , Align , and Evenly Space under the Symbol menu to format objects within a diagram. (7F, 10D)
G11	Select Gridlines under the Utility menu to show or hide grid. (7F, 10D)
G12	Select Grid Snap under the Utility menu to snap or unsnap objects to grid. (7F, 10D)
G13	Layer objects by choosing Send to Back or Bring to Front from the Effects menu. (7F, 10D)
G14	Adjust page orientation to effectively print diagrams and outlines. (10D)
G15	Use Diagram Properties and Outline Properties under the File menu to change default settings within a file. (10D)

Collaboration

C1	Use technology to communicate and collaborate with other students on group projects. (7J, 8B, 8C, 8E)
C2	Use any applications available in the North East ISD software load to create products that communicate ideas when working on group projects. (7J, 8E)

Communication

Publish

PB1	Display work on the computer screen, projector, television, or printer. (11A)
PB2	Proofread products and make improvements. (12D)
PB3	Use tools such as checklists, timelines, and rubrics to evaluate products and determine relevancy to task and specific lesson objectives. (9A, 12A, 12B, 12D)
PB4	Choose appropriate fonts, colors, and graphics in order to ensure that products are readable when displayed on screen and/or printed. (10D)

Portfolio

A1	Students and teachers will select items that have been saved to the students' personal network directories to store in an electronic portfolio.(12C)
----	--

[Return to All Sixth Grade Technology Standards by Content Area](#)