

# 8th Technology Application Standards by Content Area

## Science

All Subjects	Science
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### Foundations

#### Technology Terminology/Acceptable Use Policy (AUP)

T1	Learn grade level appropriate technology <a href="#">terminology</a> . (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 studentshared 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 <b>My Computer</b> or <b>Network Neighborhood</b> to navigate to available drives. (1A, 1B)
B2	Adjust digital camera settings in order to capture quality images while minimizing file size (640x480 pixels, standard quality setting). Take pictures and upload them to a computer (2A, 2D)
B4	Use the <b>Help</b> menu to type in a keyword and/or look at the available list of topics. (5C)
B5	Use the <b>Ctrl+Alt+Delete</b> keys to unfreeze the computer. (1A)

B6	Right-click on files, folders, icons, and within applications to access menu options. (1A)
B7	Delete files within personal directory by right-clicking the file icon and choosing delete. (1A)
B13	Recognize various file formats including, but not limited to, .doc, .ppt, .xls, .dbf, .bmp, .jpg, .gif, .stk, .ins, .html and their associated applications/programs. (1D, 1E, 5A)
B14	Hold the <b>Ctrl</b> key and select text or objects not ordered consecutively to copy, cut or delete. (1A)
B15	Hold the <b>Shift</b> key and select text or objects ordered consecutively to copy, cut, or delete. (1A)
B16	Recognize keyboard shortcuts to complete tasks within applications (ctrl-s to save, ctrl-c to copy, ctrl-x to cut, ctrl-v to paste, etc.) (1A)

## 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 32 words per minute with 98% accuracy by the end of the eighth grade. (2A, 2B)
K5	Use one space after all punctuation marks. (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.

### Multimedia (PowerPoint)

M1	Create a new presentation with multiple slides.(7D, 10A, 10D, 11B)
M2	Use design templates to customize presentations. (7D, 10A, 10D, 11B)
M3	Change backgrounds by selecting <b>Format</b> from the menu bar and choosing <b>Background</b> .(7D, 10D)
M4	Add and remove <b>Text Boxes</b> .(7D, 10D)
M5	Change the font size, type, style (bold, italicize, underline), and color.(7D, 10D)
M6	Use <b>Alignment</b> tools to format text (left, right, center, justify). (7D, 10D)
M7	<b>Format</b> text by using <b>Bullets</b> and <b>Numbering</b> .(7D, 10D)
M8	Use the <b>Spelling and Grammar</b> and <b>Thesaurus</b> features to edit documents.(7D)
M9	<b>Insert Pictures</b> from <b>Clipart Gallery</b> and <b>From File</b> (digital camera, scanner, or other source). (7D, 7G, 10D)

M10	Access available tools (standard, formatting, drawing, etc.) by selecting <b>View</b> from the menu bar and choosing Toolbars. (7F)
M11	Use <b>Draw</b> tools ( <b>WordArt</b> , <b>Text Box</b> , <b>Paint bucket</b> , <b>Lines and Arrows</b> , and <b>AutoShapes</b> ). (7F)
M12	Select one or more objects and under the <b>Draw</b> menu select: 1) <b>Grid</b> to unsnap or snap objects to grid, 2) <b>Order</b> to layer objects and text, 3) <b>Rotate</b> or <b>Flip</b> to change object orientation, 4) <b>Group</b> or <b>Ungroup</b> to combine or separate objects, and 5) <b>Align</b> and <b>Distribute</b> to position objects.(7F)
M13	Edit <b>Slide Transitions</b> and <b>Custom Animations</b> to enhance presentation.(7D, 10D)
M14	Under <b>Slide Show</b> use <b>Set Up Show</b> to <b>Loop Continuously</b> .(7D, 10D)
M15	Use the <b>Slide Sorter</b> view to organize (change sequence) and edit presentation. (7D, 10D)
M16	Remove individual slides in the <b>Slide Sorter</b> view by right-clicking and choosing <b>Delete</b> . (7D, 10D)
M17	Insert sound file or record voice into presentation.(7D, 10D)
M18	Insert video taken with the digital camera or video camera. (7D, 10D)
M19	Use different printing options including multiple slides per page, handouts, notes, and outline. (7D, 10D)
M20	Insert a Hyperlink.(NE)
M21	Create nonlinear presentations by inserting Action Buttons under the Slide Show menu. (7D)

### Database (Access/Works)

D1	Open an existing database on the student-shared directory. (1A)
D2	Navigate through records in a table, query, or form. (10B)
D3	Enter data into a field in a table or form view.(7C)
D4	<b>Insert Pictures</b> into a field from <b>Clipart Gallery</b> and <b>From File</b> (digital camera, scanner, or other source). (7C, 7G, 10D)
D5	Find a record based on defined criteria. (10B)
D6	Sort records. (10B)
D7	Use filtering tools to answer questions.(10B)
D8	Apply and remove filters (filter by form and filter by selection). (7C, 10B)
D9	Use the filter by selection to save as a query. (7C, 10B)
D10	Create a database table (using a wizard or in Design View). (7C, 10B)
D11	Create and use multiple field types (7C, 10B)
D12	Create a form with the <b>Form Wizard</b> , choosing an existing table and selecting from horizontal or vertical layouts. (7C, 10B)
D14	Preview and print a report. (11A)

## Paint (MS Paint)

P1	Create original images or edit imported images by using the paint tools. (5A, 7F, 7G)
P2	Change file format of existing image files (.bmp, .jpeg, .gif).(5A)
P3	Cite copyright information on an image by making a textbox providing copyright information and saving the edited file (stamping URL on an image retrieved from Internet). (3A)
P4	Save and import images into other applications. (7G)

## 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)
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