

## 8th Technology Application Standards by Content Area

<b>Math</b>	<b>English</b>	<b>Reading</b>	<b>Social Studies</b>	<b>Science</b>	<b>All Subjects</b>
-------------	----------------	----------------	-----------------------	----------------	---------------------

### Foundations

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

T1	Learn grade level appropriate technology <a href="#">terminology</a> . (1E, 1H)	All Subjects	
T2	Teachers will review the rules included in the NEISD Acceptable Use Policy and model appropriate use of the computer. (3A, 3B, 3C) **	All Subjects	Social Studies
T3	Students will sign off on the NEISD AUP and demonstrate an understanding of the rules when accessing NEISD computers. (3A, 3B, 3C) **	All Subjects	Social Studies
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)	All Subjects	
<b>** Social Studies teachers will review the AUP and appropriate use of the computer with their students early in the year. All teachers will model appropriate use and remind students of NEISD policies throughout the year.</b>			

### Networking

N1	Log on and off the network using personal username and password each time computer is used. (1A)	All Subjects	
N2	Create, name, and save files to personal directory on the network. (1A, 1B, 1F) **	All Subjects	English
N3	Access files in personal directory and on the student shared directory. (1A, 1B, 1F)	All Subjects	
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)	All Subjects	
N5	Select and print to the appropriate networked printer.(1A, 1B, 1F, 2A)	All Subjects	
<b>** English teachers will assist students in setting up a folder for each subject area in their personal directories early in the year. All teachers will reinforce use of the subject area folders.</b>			

### Basic Operations

--	--	--

B1	Use <b>My Computer</b> or <b>Network Neighborhood</b> to navigate to available drives. (1A, 1B)	All Subjects
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)	Science
B3	Use the scanner to digitize images and use them within an application.	Social Studies
B4	Use the <b>Help</b> menu to type in a keyword and/or look at the available list of topics. (5C)	All Subjects
B5	Use the <b>Ctrl+Alt+Delete</b> keys to unfreeze the computer. (1A)	All Subjects
B6	Right-click on files, folders, icons, and within applications to access menu options. (1A)	All Subjects
B7	Delete files within personal directory by right-clicking the file icon and choosing delete. (1A)	All Subjects
B8	Create folders within personal directory to organize files. (1A, 1B)	English
B9	Rename files and folders within personal directory by right-clicking the file icon and choosing <b>Rename</b> . (1A, 1B)	English
B10	Adjust the view of files and folders by selecting <b>View</b> from the menu bar and choosing <b>Large Icon, Small Icon, List, or Details</b> . (1A, 1B)	English
B11	Organize files and folders within personal directory by selecting View from the menu bar, choosing <b>Arrange Icons</b> and making a selection. (1A, 1B)	English
B12	Save digital files to a CD-R. (1B, 5B)	English
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)	All Subjects
B14	Hold the <b>Ctrl</b> key and select text or objects not ordered consecutively to copy, cut or delete. (1A)	Science
B15	Hold the <b>Shift</b> key and select text or objects ordered consecutively to copy, cut, or delete. (1A)	Science
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)	All Subjects
B17	Use the Find files or Folders feature within the Start menu to locate missing files on the hard drive or the server. (1A)	English

## Keyboarding

K1	Use correct posture when keyboarding and demonstrate mastery of proper keyboarding technique. (2A, 2B)	All Subjects
K2	Use language skills including capitalization, punctuation, spelling, word division, and the use of numbers and symbols as grade-level appropriate. (2B)	All Subjects
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)	All Subjects

K4	Use one space after all punctuation marks. (2C)	All Subjects	
K5	Students will keyboard 32 words per minute with 98% accuracy by the end of the eighth grade. (2A, 2B)	All Subjects	
K6	Keyboard from copy (documents, textbooks, or other printed sources of information). (2A, 2B, 2C)	English	Reading

## Information Acquisition and Problem Solving

These applications are intended to be used withing 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)	English	Reading
W2	Use the highlighter tool to highlight text with different colors. (NE)	English	Reading
W3	<b>Format</b> text by using <b>Bullets</b> and <b>Numbering</b> .(7A, 10D)	English	Reading
W4	<b>Insert Pictures</b> from <b>Clipart Gallery</b> and <b>From File</b> (digital camera, scanner, or other source).(7A, 7G, 10D)Create tables to structure and organize information. (7G, 10D)	English	Reading
W5	Move and resize clipart and/or images by right-clicking on the image, selecting <b>Format Picture</b> , clicking the <b>Layout</b> tab, and choosing the appropriate <b>Wrapping Style</b> .(10D)	English	Reading
W6	Format other properties of text boxes and/or images including <b>Colors and Lines, Size, Layout, Picture, and Web</b> by right-clicking and selecting Format Picture. (10D)	English	Reading
W7	Create tables to structure and organize information. (7G, 10D)	English	Reading
W8	Use the <b>Spelling and Grammar</b> and <b>Thesaurus</b> features to edit documents.	English	Reading
W9	Access available tools (standard, formatting, drawing, etc.) by selecting <b>View</b> from the menu bar and choosing <b>Toolbars</b> . (7F)	English	Reading
W10	Use <b>Draw</b> tools ( <b>WordArt, Text Box, Paint bucket, Lines and Arrows, and AutoShapes</b> ).(7F)	English	Reading
W11	Highlight/Select one or more objects and under the <b>Draw</b> menu choose: 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)	English	Reading
W12	Adjust margins, page orientation, and vertical alignment using <b>Page Setup</b> under the <b>File</b> menu.(7A, 10D)	English	Reading
W13	Insert <b>Headers and Footers</b> using the <b>View</b> menu. (7A, 10D)	English	Reading
W14	<b>Format</b> page by inserting <b>Borders and Shading</b> .(7A, 10D)	English	Reading
W15	Adjust spacing using <b>Paragraph</b> in the <b>Format</b> menu.(7A, 10D)	English	Reading
W16	<b>Insert</b> a <b>Hyperlink</b> .(NE)	English	Reading

W17	Insert Excel Spreadsheet and Excel charts/graphs. (7B, 7G)	English	Reading
W18	Insert left, right, center, and/or decimal tabs to format documents. (7A)	English	Reading
W19	Explore given templates (resume, letters, memo, etc.) and use them as needed to complete assignments. (10A)	English	Reading
W20	Use Mail Merge under the Tools menu to create labels, form letters, etc., by importing data from other sources such as spreadsheets and databses. (7G)	English	Reading

### Multimedia (PowerPoint)

M1	Create a new presentation with multiple slides. (7D, 10A, 10D, 11B)	Science	Social Studies
M2	Use design templates to customize presentations. (7D, 10A, 10D, 11B)	Science	Social Studies
M3	Change backgrounds by selecting <b>Format</b> from the menu bar and choosing <b>Background</b> . (7D, 10D)	Science	Social Studies
M4	Add and remove <b>Text Boxes</b> . (7D, 10D)	Science	Social Studies
M5	Change the font size, type, style (bold, italicize, underline), and color.(7D, 10D)	Science	Social Studies
M6	Use <b>Alignment</b> tools to format text (left, right, center, justify). (7D, 10D)	Science	Social Studies
M7	<b>Format</b> text by using <b>Bullets</b> and <b>Numbering</b> .(7D, 10D)	Science	Social Studies
M8	Use the <b>Spelling and Grammar</b> and <b>Thesaurus</b> features to edit documents.(7D)	Science	Social Studies
M9	<b>Insert Pictures</b> from <b>Clipart Gallery</b> and <b>From File</b> (digital camera, scanner, or other source). (7D, 7G, 10D)	Science	Social Studies
M10	Access available tools (standard, formatting, drawing, etc.) by selecting <b>View</b> from the menu bar and choosing <b>Toolbars</b> . (7F)	Science	Social Studies
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)	Science	Social Studies
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)	Science	Social Studies
M13	Edit <b>Slide Transitions</b> and <b>Custom Animations</b> to enhance presentation. (7D, 10D)	Science	Social Studies
M14	Under <b>Slide Show</b> use <b>Set Up Show</b> to <b>Loop Continuously</b> . (7D, 10D)	Science	Social Studies
M15	Use the <b>Slide Sorter</b> view to organize (change sequence) and edit presentation. (7D, 10D)	Science	Social Studies
M16	Remove individual slides in the <b>Slide Sorter</b> view by right-clicking and choosing <b>Delete</b> . (7D, 10D)	Science	Social Studies

M17	Insert sound file or record voice into presentation. (7D, 10D)	Science	Social Studies
M18	Insert video taken with the digital camera or video camera. (7D, 10D)	Science	Social Studies
M19	Use different printing options including multiple slides per page, handouts, notes, and outline. (7D, 10D)	Science	Social Studies
M20	Insert a Hyperlink.(NE)	Science	Social Studies
M21	Create nonlinear presentations by inserting Action Buttons under the Slide Show menu. (7D)	Science	Social Studie

### Spreadsheet (Excel)

S1	Create a spreadsheet by entering text, values (numeric), and formulas. (7B)	Math
S2	Use Chart Wizard to create charts/graphs as grade level and task appropriate to express ideas and solve problems.(7B, 10C, 10E)	Math
S3	Adjust margins, page orientation, and vertical/horizontal alignment using <b>Page Setup</b> under the <b>File</b> menu. (7B, 10C, 10D)	Math
S4	<b>Format</b> cells by changing column width and row height. (7B, 10C, 10D)	Math
S5	Insert and delete columns and rows.(7B)	Math
S6	Use the <b>Spelling and Grammar</b> feature to edit spreadsheets. (7B)	Math
S7	<b>Insert Pictures</b> from <b>Clipart Gallery</b> and <b>From File</b> (digital camera, scanner, or other source). (7B, 10C, 10D)	Math
S8	Access available tools (standard, formatting, drawing, etc.) by selecting <b>View</b> from the menu bar and choosing Toolbars.(7F)	Math
S9	Use <b>Draw</b> tools ( <b>WordArt</b> , <b>Text Box</b> , <b>Paint bucket</b> , <b>Lines</b> and <b>Arrows</b> , and <b>AutoShapes</b> ).(7F)	Math
S10	Highlight/Select one or more objects and under the <b>Draw</b> menu choose: 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)	Math
S11	Right-click on cells, columns, or rows and select <b>Format Cells</b> to change <b>Number</b> , <b>Alignment</b> , <b>Font</b> , <b>Border</b> , <b>Patterns</b> , or <b>Protection</b> . (10C)	Math
S12	<b>Insert</b> a <b>Hyperlink</b> .(NE)	Math
S13	Sort data by row or solumn based on organizational need. (10C)	Math
S14	Set pring area or print selection to designate specific cells to print. (7B, 10C)	Math
S15	Insert, delete, rename, and use multiple worksheets withing the same spreadsheet. (7B, 10C)	Math
S16	Insert <b>Headers</b> and <b>Footers</b> using the View menu. (7B, 10C)	Math
	Create a <b>Shared</b> workbook by activating the feature under the <b>Tools</b>	

## Database (Access)

D1	Open an existing database on the student-shared directory. (1A)	Science
D2	Navigate through records in a table, query, or form. (10B)	Science
D3	Enter data into a field in a table or form view.(7C)	Science
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)	Science
D5	Find a record based on defined criteria. (10B)	Science
D6	Sort records. (10B)	Science
D7	Use filtering tools to answer questions.(10B)	Science
D8	Apply and remove filters (filter by form and filter by selection). (7C, 10B)	Science
D9	Use the filter by selection to save as a query. (7C, 10B)	Science
D10	Create a database table (using a wizard or in Design View). (7C, 10B)	Science
D11	Create and use multiple field types (7C, 10B)	Science
D12	Create a form with the <b>Form Wizard</b> , choosing an existing table and selecting from horizontal or vertical layouts. (7C, 10B)	Science
D13	Create a report with the <b>Report Wizard</b> , selecting from horizontal or vertical layouts. (7C, 10B)	Science
D14	Preview and print a report. (11A)	Science

## Desktop Publishing (Publisher)

DP1	Select a document type and use the Publisher Wizard to choose a design, color scheme, and layout. (7E)	Social Studies
DP2	Edit needed pages and delete unnecessary ones by clicking on the page navigation button (lower left), selecting Edit from the menu, and choosing Delete Page. (7E, 12D)	Social Studies
DP3	Click in the text boxes and replace text. (7E)	Social Studies
DP4	Use the <b>Spelling</b> feature to edit documents. (7E)	Social Studies
DP5	Right-click on images, choose <b>Change Picture</b> , <b>Picture</b> , and <b>Clipart</b> to replace existing picture with another selection. (7E, 7G, 10D)	Social Studies
DP6	<b>Insert Pictures</b> from <b>Clipart Gallery</b> and <b>From File</b> (digital camera, scanner, or other source). (7E, 7G, 10D)	Social Studies
DP7	Access available tools (standard, formatting, drawing, etc.) by selecting <b>View</b> from the menu bar and choosing <b>Toolbars</b> . (7F)	Social Studies
DP8	Use Draw tools to add <b>Text Boxes</b> , <b>Lines</b> , <b>AutoShapes</b> , etc. (7F)	Social Studies
	<b>Delete Objects</b> (text boxes, clipart, etc.) by right-clicking and selecting	Social

DP9	this option. (7E, 10D)	Studies
DP10	Change picture properties (color, scale, type, etc.) by right-clicking on the picture and choosing <b>Change Picture</b> .(10D)	Social Studies
DP11	Change frame properties (fill color, line color, border style, etc.) by right-clicking on the picture and choosing <b>Change Frame</b> . (10D)	Social Studies
DP12	Select <b>Arrange</b> to <b>Order</b> (layer), <b>Align</b> , or <b>Rotate</b> or <b>Flip</b> objects. (10D)	Social Studies
DP13	Select <b>Page Setup</b> under the <b>File</b> menu to change <b>Publication Layout</b> and <b>Page Orientation</b> . (7E)	Social Studies

### Paint (MS Paint)

P1	Create original images or edit imported images by using the paint tools. (5A, 7F, 7G)	Science	Social Studies
P2	Change file format of existing image files (.bmp, .jpeg, .gif).(5A)	Science	Social Studies
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)	Science	Social Studies
P4	Save and import images into other applications. (7G)	Science	Social Studies

### Graphic Organizer (Inspiration)

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

G14	Adjust page orientation to effectively print diagrams and outlines. (10D)	English	Reading
G15	Use <b>Diagram Properties</b> and <b>Outline Properties</b> under the <b>File</b> menu to change default settings within a file. (10D)	English	Reading
G16	Use the Position tool to move an entire diagram at one time. (10D)	English	Reading
G17	Use the Arrange tool to display diagrams in preset formats. (10D)	English	Reading
G18	Export diagrams and/or outlines to other applications (PowerPoint, Word, etc.). (7G)	English	Reading
G19	Use the Notes feature in the outline view to add thoughts not shown within the diagram. (10D)	English	Reading

### Web Authoring

WA1	Use Composer, FrontPage, or another web authoring software to create a multiple page web within a folder. (NE)	English	Reading
WA2	Create titles for all pages within the web. (NE)	English	Reading
WA3	Create tables. (NE)	English	Reading
WA4	Insert text. (NE)	English	Reading
WA5	Align text and images in and outside of tables. (NE)	English	Reading
WA6	Save images/clipart to web folder. (2D)	English	Reading
WA7	Insert background colors and/or images. (10D)	English	Reading
WA8	Insert clipart and other images (digital camera, scanner, or other source). (2D, 7G, 10D)	English	Reading
WA9	Create hyperlinks within web and to outside locations. (NE)	English	Reading
WA10	Customize color and style of text and links. (10D)	English	Reading

### Internet (Netscape Communicator/Internet Explorer)

I1	Use keyword searches to find information on a given topic. (4A, 4B)	Social Studies
I2	Use Boolean search strategies to find information on a given topic. (4A, 4B)	Social Studies
I3	Gather information from the websites found from search results. (4A, 4B)	Social Studies
I4	Use the <b>Bookmark</b> or <b>Favorites</b> feature to identify and save sites to an individual computer. (NE)	Social Studies
I5	Determine whether web sites provide useful, appropriate, and valid information using methods including looking at the URL, identifying the author, looking for bibliographic information, checking associated links, ability to email author, listing the date the page was last updated, and identifying the site's targeted audience. If needed, use the NEISD Web Site	Social Studies

	Evaluation Chart. (6A, 6B, 6C, 9B)	
I6	Use the web to tour virtual environments, remote locations, and/or explore online interactive lessons. (7H)	Social Studies
I7	Communicate with other learners or experts in the field through tools such as: teacher email (teacher-directed only), video conferencing (NetMeeting), and/or interactive websites. (8A, 11C)	Social Studies
I8	Use acquired information in the creation of products. (NE)	Social Studies
I9	Recognize and identify sources of URL suffixes including, but not limited to, .org, .com, .edu, .gov, and .net. (6C)	Social Studies
I10	Use the Internet as an online help source as needed to solve specific problems. (5C)	Social Studies

## Collaboration

C1	Use technology to communicate and collaborate with other students on group projects. (7J, 8B, 8C, 8E)	All Subjects
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)	All Subjects

## Communication

### Publish

PB1	Display work on the computer screen, projector, television, or printer. (11A)	All Subjects
PB2	Proofread products and make improvements. (12D)	All Subjects
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)	All Subjects
PB4	Choose appropriate fonts, colors, and graphics in order to ensure that products are readable when displayed on screen and/or printed. (10D)	All Subjects

### 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)	All Subjects
----	---	--------------

[Return to Technology Application Standards by Content Area Home Page](#)

