

Supporting Skills

	Acquires Skills	Applies Skills
Access and Communication (sa)	sa1.1 logs on and off ICT devices	sa2.1 transfers ICT knowledge to new applications
	sa1.2 opens applications and files <i>(examples: using Start menu, My Computer, desktop icons...)</i>	sa2.2 manages electronic files and folders
	sa1.3 saves files <i>(examples: following a specified file path to networks, hard drives, flash memory devices, CD-ROMs, DVDs...)</i>	sa2.3 moves data between applications
	sa1.4 prints files <i>(examples: selecting print options such as page range, number of copies, paper tray, fit to page...)</i>	sa2.4 chooses and uses search engines using own keywords
	sa1.5 navigates within an application <i>(examples: using icons, menus, keyboard shortcuts...)</i>	sa2.5 refines searches using Boolean logic
	sa1.6 navigates between applications	sa2.6 investigates the currency and/or authorship of electronic sources such as websites, email, CD-ROMs, syndications, blogs, wikis, podcasts, and broadcast media <i>(examples: checking date last modified, analyzing the meta-web information of a URL...)</i>
	sa1.7 browses multimedia <i>(examples: CD-ROMs, DVDs, flash memory devices...)</i>	
	sa1.8 navigates within a website	
	sa1.9 browses the Internet	
	sa1.10 searches the Internet using teacher-selected search engines and keywords	
	sa1.11 sends and receives text messages and electronic files using rules of etiquette <i>(examples: not typing in all capital letters, filling in subject line...)</i>	

Input/Output (sb)	<p>sb1.1 manipulates input devices <i>(examples: mouse buttons, keyboards, styluses, trackballs, touch screens, electronic whiteboards, adaptive devices...)</i></p> <hr/> <p>sb1.2 recognizes and presses keys on the keyboard <i>(examples: using one finger, using both hands, hunting and pecking, using correct hand position while watching the screen, demonstrating speed and accuracy...)</i></p> <hr/> <p>sb1.3 captures digital data <i>(examples: with microphones, digital audio-recording devices, digital cameras, video cameras, GPS, probeware...)</i></p>	<p>sb2.1 selects and uses peripherals to find, record, manipulate, save, print and/or display information <i>(examples: microphones, digital cameras, video cameras, electronic whiteboards, digital microscopes, joysticks, touch screens, flash memory devices, data projectors, TVs, printers...)</i></p>
Tools and Text (sc)	<p>sc1.1 moves text and images</p> <hr/> <p>sc1.2 draws images using electronic tools</p> <hr/> <p>sc1.3 inserts and edits text, data, images, sound, video, and/or formulas</p> <hr/> <p>sc1.4 formats text, images, graphs, and tables using toolbar icons, menu options, and/or keyboard shortcuts</p> <hr/> <p>sc1.5 edits text using spell check, dictionary, thesaurus, grammar check, and/or track changes</p> <hr/> <p>sc1.6 inserts hyperlinks to electronic sources</p> <hr/> <p>sc1.7 formats page layout <i>(examples: margins, tabs, columns, hanging indents, word wrap, header, footer, cells, watermark...)</i></p>	<p>sc2.1 customizes the template of a graphic organizer, table, multimedia presentation, spreadsheet, and/or database</p> <hr/> <p>sc2.2 analyzes the intended use of images/video, and edits images/video using photo/video-editing software <i>(examples: adjusting the cropping, resolution, compression, number of colours, file size...)</i></p> <hr/> <p>sc2.3 constructs graphic organizers, tables, spreadsheets, databases, multimedia presentations, and/or web pages</p>
Vocabulary (sd)	<p>sd1.1 recalls ICT vocabulary in context</p>	<p>sd2.1 uses ICT vocabulary in context</p>