

## Technology Skills Expected by Gateway Two Elementary, Early Childhood Unified, and Middle Level Education

### Basic Skills

- Opening and closing programs
- Creating folders
- Saving files to specific folders
- Selecting appropriate printers
- Deleting files from printer queue

### Word Processing Skills (Word)

- Basic formatting (margins, page orientation, changing fonts, font styles, justification)
- Inserting tables (borders, inserting text into cells, adjusting rows and columns)
- Bullets and numbering (customizing, multi-level)
- Inserting objects (wrapping text around objects, clip art, word art, text boxes, basic auto shapes)

### Spreadsheet (Excel)

- Entering data into cells
- Formatting data (date, decimal, percent)
- Entering basic formulas (sum, average)
- Fill down/across
- Sorting columns/rows

OR

### Database (Access)

- Creating simple database (addresses, book list)
- Entering data/text into records
- Use wizard to create a query
- Use a wizard to create a report
- Use research databases such as ERIC, EBSCOHost and the library catalog

### Presentation software (PowerPoint)

- Create presentation using background template
- Use appropriate design elements and standards (placement of objects, limit amount of text, consistent font styles, consistent backgrounds)
- Add appropriate animations and timings (avoid too many)
- Set up to present show or view at kiosk

### Web Design and Use

- Describe basic web page structure (home page, internal/external links, storage requirements)
- Use simple program to design and link at least three pages (i.e. Netscape Composer)
- Describe publishing process (ISP provider, uploading)
- Describe effective search techniques (search engine, directory, Boolean terms)
- Evaluate quality of web pages (reliable, valid, current)

### Legal and Ethical Use of Technology

- Describe basic copyright issues for print and digital media and for software.
- Explain ethical Internet use for students.