| I | Basic Operations | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| REF# | BENCHMARK: | P | K | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 1 | Identify and use computer basic vocabulary terms. | I | I | D | D | M | A | | | | | | | | → |
| 2 | Identify and use input (e.g., mouse, keyboard, remote control) and output devices (e.g., monitor, printer) | I | I | D | D | M | A | | | | | | | | → |
| 3 | Demonstrate recommended care and maintenance procedures for a computer system (cords, mice, monitors, keyboard, etc.). | I | I | D | D | D | M | A | | | | | | | → |
| 4 | Apply mouse skills (point, click, double-click, left-click, right-click, select, drag, drop, scroll). | I | I | D | D | D | M | A | | | | | | | → |
| 5 | Demonstrate proper start-up, and shut-down procedures for operating system, network, and application software (auto-run CD-ROM, start menu, and icons). | I | I | D | D | D | M | A | | | | | | | → |
| 6 | Resize and manipulate application windows (minimize, maximize and close). | I | I | D | D | M | A | | | | | | | | → |
| 7 | Use menus, icons, keyboard shortcuts, the taskbar and on-screen help | I | I | I | D | D | M | A | | | | | | | → |
| 8 | Import (open), export (save as) and manipulate text, data, and graphics between platforms and/or software applications (Open Office import and export Microsoft Office files). | | I | I | I | D | D | M | A | | | | | | → |
| 9 | Open, save, delete and copy files from different locations (desktop, local drives, network, memory key, CD-ROM, etc.). | | I | I | D | D | D | M | A | | | | | | → |
| 10 | Create and rename a folder.  Place files in the folder.  Rename and delete files. | | I | I | D | D | D | M | A | | | | | | → |
| 11 | Select and use the correct printer (local printer, network printer, wireless printer). | | I | I | D | D | M | A | | | | | | | → |
| 12 | Distinguish between productivity (office), communication (e-mail, web browser), graphics (paint), entertainment (games), and custom applications. | | I | I | D | D | D | M | A | | | | | | → |
| 13 | Apply proper keyboarding skill and technique. Demonstrate proper posture and hand placement. | I | D | D | D | D | D | M | A | | | | | | → |
| 14 | Copy, cut, and paste between two applications (e.g. copy text from webpage into word processor). | | | I | I | D | D | M | A | | | | | | → |

**April 2004**        I = Introduce        D= Developing        M = Mastery        A = Apply – Independent use