

Unit 1: Presentation Design (Multimedia)
5th Grade

Learning Objectives		
Multimedia and Presentation Tools		✓
1	Launch a multimedia or presentation application	1
2	Open and close a file	2
3	Save and name a file	3
4	Insert text	4
5	Delete text	5
6	Select text to format, cut, copy, and paste	6
7	Format font style, size, color, or other format	7
8	Insert and format a text box	8
9	Use the Undo feature	9
10	Insert a new slide	10
11	Select a background or Slide Design	11
12	Select a Slide Layout	12
13	View a slide	13
14	View a presentation	14
15	Insert transitions	15
16	Insert transition sounds (if applicable)	16
17	Insert transition timing (if applicable)	17
18	Know how to animate an object	18
19	Automate transitions and animation	19
20	Insert and format an external media such as a hyperlink, audio, or video clip	20
21	Rehearse slide show timing (if applicable)	21
22	Organize presentation sequence to present an idea	22
23	Use tools such as dictionary, spelling and grammar, thesaurus	23
24	Select a Print Layout	24
25	Print Preview and Print a file	25
Keyboarding		✓
26	Identify the location of the alphabet on the keyboard	26
27	Identify the location of the numbers on the keyboard	27
28	Identify Home Row keys	28
29	Identify the Space Bar, Shift, Backspace, and Enter keys	29
30	Identify and practice proper finger placement with all keys	30
31	Know the importance of accuracy and speed	31
32	Meets personal Words Per Minute goal with 90 percent accuracy	32
33	Use Keyboarding program to develop keyboarding skills	33
Graphics		✓
34	Insert a graphic or shape	34
35	Delete a graphic or object	35
36	Duplicate a graphic or object	36
37	Use object tools to format size of graphic or object	37
38	Position a graphic or object	38
39	Flip and rotate a graphic or object	39
40	Fill an object with a color	40
41	Format line color or style	41
42	Insert and format WordArt	42
43	Apply basic design principles	43
Basic Computer Operations		✓

44	Turn on and off the computer and peripherals	44	
45	Identify the major components of a computer	45	
46	Explain proper use of the computer	46	
47	Explain input/output devices	47	
48	Describe the inside parts of a computer	48	
49	Use proper terminology for operating system tools	49	
50	Explain the major technology areas and their functions	50	
51	Launch, quit, and close programs and applications	51	
52	Use a scroll bar	52	
53	Access the Shortcut Menu	53	
54	Recognize and use desktop/toolbar icons	54	
55	Know the difference between Save and Save As	55	
56	Minimize, size, and restore a window	56	
57	Switch between open documents or applications	57	
58	Use a mouse or trackpad	58	
59	Use the print dialog box to adjust printer settings	59	
60	Suggest several ways to accomplish a task	60	
61	Select the appropriate application to accomplish a task	61	
62	Use login credentials to access accounts (If applicable)	62	
	File Management		✓
63	Create a New Folder (If applicable)	63	
64	Name files or folders appropriate names and understand where they are being saved	64	
65	Know how to rename a file or folder	65	
66	Navigate and organize the folder directory	66	
67	Open a file from a directory	67	
68	Copy and paste a file or folder	68	
69	Move a file or folder	69	
	Internet		✓
70	Explain the various ways to access a website	70	
71	Launch an Internet browser	71	
72	Identify the omnibox or location bar of a web browser	72	
73	Use refresh, forward, back buttons to navigate a web browser	73	
74	Bookmark a website that is used frequently and understand the reasoning why websites are bookmarked	74	
75	Use tab browsing to navigate multiple pages	75	
76	Use an age-appropriate search engine to conduct online research	76	
77	Evaluate content of a web page for credibility and relevance	77	
78	Use advance search techniques	78	
79	Copy or save a graphic from the Internet	79	
80	Summarize information learned from online resources into your own words	80	
81	Understand Fair Use guidelines and give appropriate credit when needed	81	
82	Reference a website and other digital resources	82	
	Digital Citizenship		✓
83	Describe proper Internet etiquette	83	
84	Practice safe Internet searches	84	
85	Know the importance of not sharing personal information online	85	
86	Adhere to all acceptable use policies	86	
87	Protect accounts by logging out of shared equipment	87	
88	Keep passwords confidential	88	