

Unit 1: Presentation Design (Multimedia)
Kindergarten - 1st Grade

Name: _____

Learning Objectives			
Keyboarding			ü
1	Identify the location of the alphabet on the keyboard	1	
2	Identify the location of the numbers on the keyboard	2	
3	Identify Home Row keys	3	
4	Identify the Space Bar, Shift, Backspace, and Enter keys	4	
5	Identify and practice proper finger placement with all keys	5	
6	Know the importance of accuracy and speed	6	
Multimedia and Presentation Tools			ü
7	Launch a program	7	
8	Open and close a file	8	
9	Save and name a file	9	
10	Insert a graphic or object	10	
11	View a slide	11	
12	View a slide show	12	
13	Format font style, size, color or other format	13	
14	Animate an object	14	
15	Delete text	15	
16	Resize a text box	16	
17	Insert graphics	17	
18	Insert a background or Slide Design	18	
19	Insert transitions	19	
20	Insert transition sounds	20	
21	Select a Print Layout	21	
22	Print a slide show	22	
Graphics			ü
23	Fill an object with a color	23	
24	Format size of a graphic	24	
25	Flip and rotate a graphic or object	25	
26	Position a graphic or object	26	
Basic Computer Operations			ü
27	Turn on the computer and peripherals	27	
28	Shut down the computer and peripherals	28	
29	Explain what an icon is	29	
30	Explain proper use of the computer	30	
31	Identify the major parts of a computer	31	
32	Select the appropriate application to accomplish a task	32	
File Management			ü
33	Navigate the folder directory	33	
34	Open a file from a directory	34	
Internet			ü
35	Access a web page by using a link	35	