

Stage 3

Stage 3 is involved in many activities throughout the year.

Activities include such things as **Mindstorms for Schools** (robot programming), using **Office 2003 and 2007**, creating **slide shows**, using **Movie Maker** to create digital stories , **podcasting**, practising **typing programs** and use of the **interactive whiteboard** through a number of Literacy and Numeracy programs.



Selection of skills taught at this Level:

<u>Word Processing:</u>	<u>Data Bases</u>	<u>Graphics</u>	<u>Multimedia</u>
Locating keys on the keyboard	Purpose and structure Terminology – fields, records, files	Uses toolboxes from selected programs	Create slideshow using appropriate age level program
Understands appropriate terminology	Locates information from library enquiry	Uses the toolbars	Adds sounds, transitions, graphics
Types sentences with speed and accuracy	Sorts data	Deletes , crops, copies objects	Understand what makes a good presentation
Deletes, changes font and sizes	Create and print charts	Flips, rotates shapes Inserts graphics into documents	Creates music scores
Cut, copy, paste		Understands the properties of graphics	Produce a podcast
Shortcuts		Creates animation	Use digital cameras/videos
Bulleting		Uses software programs to enhance pictures	Program robots
Toolbars, columns			
Headers, footers			

<u>Internet, Intranet, email</u>	<u>Spreadsheet</u>	<u>Computer Operations and Concepts</u>
<p>Uses logins</p> <p>Find specific locations for information</p> <p>Understands structure of web address</p> <p>Understands browser</p> <p>Bookmark sites</p> <p>Use DET portal</p> <p>Understands hyperlinks, web addresses</p> <p>Able to access document from fileserver</p> <p>Sends and receives email</p> <p>Participate in video conferences and understands benefit</p>	<p>Understands purpose and structure of spreadsheet</p> <p>Interprets data</p> <p>Understands terminology – row, cell, column, cell</p> <p>Enter labels</p> <p>Create graphs</p> <p>Sort data</p> <p>Uses simple formula</p> <p>Format data to currency, date, time, number, percentages</p>	<p>Identifies hardware components</p> <p>Match equipment to purpose – digital camera to capturing images</p> <p>Logon/off to network</p> <p>Save into their documents</p> <p>Difference between save and save as</p> <p>Uses dropdown menus</p> <p>Uses different page orientations, margins prints</p>