



Texas Essential Knowledge and Skills for Technology Applications (Grades K-8)

K-2	3-5	6-8
Foundations. Demonstrates knowledge and appropriate use of hardware components, software programs, and their connections.		
<p>1A Use technology terminology appropriate to the task;</p> <p>1B Start and exit programs as well as create, name, and save files;</p> <p>1C Use networking terminology such as on-line, network, or password and access remote equipment on a network such as a printer.</p>	<p>1A Use technology terminology appropriate to the task;</p> <p>1B Save and delete files, use menu options and commands, and work with more than one software application;</p> <p>1C Identify and describe the characteristics of digital input, processing, and output;</p> <p>1D Delineate and make necessary adjustments regarding compatibility issues including, but not limited to, digital file format and cross platform connectivity;</p> <p>1E Access remote equipment on a network such as a printer or other peripherals.</p>	<p>1A Demonstrate knowledge and appropriate use of operating systems, software applications, and communication and networking components;</p> <p>1B Compare, contrast, and appropriately use various input, processing, output, and primary/secondary storage devices;</p> <p>1C Demonstrate the ability to select and use software for a defined task according to quality, appropriateness, effectiveness, and efficiency;</p> <p>1D Delineate and make necessary adjustments regarding compatibility issues including, but not limited to, digital file formats and cross platform connectivity;</p> <p>1E Uses technology terminology appropriate to the task;</p> <p>1F Perform software application functions including, but not limited to, opening an application program and creating, modifying, printing, and saving documents;</p> <p>1G Explain the difference between analog and digital technology systems and give examples of each;</p> <p>1H Use terminology related to the Internet appropriately including, but not limited to, electronic mail (e-mail), Uniform Resource Locators (URLs), electronic bookmarks, local area networks (LANs), wide area networks (WANs), World Wide Web (WWW) page, and HyperText Markup Language (HTML);</p> <p>1I Compare and contrast: LANs, WANs, Internet, and Intranet.</p>
Foundations. Uses data input skills appropriate to the task.		
<p>2A Use a variety of input devices such as mouse, keyboard, disk drive, modem, voice/sound recorder, scanner, digital video, CD-ROM, or touch screen;</p> <p>2B Use proper keyboarding techniques such as correct hand and body positions and smooth and rhythmic keystroke patterns as grade-level appropriate;</p> <p>2C Demonstrate touch keyboarding techniques for operating the alphabetic, numeric, punctuation, and symbol keys as grade-level appropriate;</p> <p>2D Produce documents at the keyboard, proofread, and correct errors;</p> <p>2E Use language skills including capitalization, punctuation, spelling, word division, and use of numbers and symbols as grade-level appropriate.</p>	<p>2A Use a variety of input devices such as mouse, keyboard, disk drive, modem, voice/sound recorder, scanner, digital video, CD-ROM, or touch screen;</p> <p>2B Use proper keyboarding techniques such as correct hand and body positions and smooth and rhythmic keystroke patterns;</p> <p>2C Demonstrate touch keyboarding techniques for operating the alphabetic, numeric, punctuation, and symbol keys as grade-level appropriate;</p> <p>2D Produce documents at the keyboard, proofread, and correct errors;</p> <p>2E Use language skills including capitalization, punctuation, spelling, word division, and use of numbers and symbols as grade-level appropriate.</p> <p>2F Demonstrate an appropriate speed on short timed exercises depending upon the grade level and hours of instruction.</p>	<p>2A Demonstrate proficiency in the use of a variety of input devices such as mouse/trackball, keyboard, microphone, digital camera, printer, scanner, disk/disc, modem, CD-ROM, or joystick;</p> <p>2B Demonstrate keyboarding proficiency in technique and posture while building speed;</p> <p>2C Uses digital keyboarding standards for data input such as one space after punctuation, em/en dashes and smart quotation marks;</p> <p>2D Develop strategies for capturing digital files while conserving memory and retaining image quality.</p>
 Texas Center for Educational Technology http://www.tcet.unt.edu The Texas Education Agency - Instructional Technology http://www.tea.state.tx.us/technology  		

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Foundations. Complies with laws and examines issues regarding use of technology in society.		
<p>3A Follow acceptable use policies when using computers;</p> <p>3B Model respect of intellectual property by not illegally copying software or another individual's electronic work.</p>	<p>3A Follow acceptable use policies when using computers;</p> <p>3B Model respect of intellectual property by not illegally copying software or another individual's electronic work.</p>	<p>3A. Discuss copyright laws/issues and models, ethical acquisition and use of digital information, citing sources using established methods;</p> <p>3B Demonstrate proper etiquette and knowledge of acceptable use while in an individual classroom, lab, or on the Internet or intranet;</p> <p>3C Describe consequences regarding copyright violations including, but not limited to, hacking, piracy, intentional virus setting and invasion of privacy;</p> <p>3D Identify the impact of technology applications on society through research, interviews, and personal observation;</p> <p>3E Understand relevancy of technology in future careers, life-long learning and daily living for individuals of all ages.</p>
Information Acquisition. Uses a variety of strategies to acquire information from electronic resources, with appropriate supervision.		
<p>4A Apply keyword searches to acquire information;</p> <p>4B Select appropriate strategies to navigate and access information for research and resource sharing.</p>	<p>4A Apply appropriate electronic search strategies in the acquisition of information including keyword and Boolean search strategies;</p> <p>4B Select appropriate strategies to navigate and access information on local area networks (LANs) and wide area networks (WANs), including the Internet and intranet, for research and resource sharing.</p>	<p>4A Use strategies to locate and acquire desired information on LANs and WANs, including Internet, intranet, and collaborative software;</p> <p>4B Apply appropriate electronic search strategies in the acquisition of information including keyword and Boolean search strategies.</p>
Information Acquisition. Acquires electronic information in variety of formats, with appropriate supervision.		
<p>5A Acquire information including text, audio, video, and graphics;</p> <p>5B Use on-line help.</p>	<p>5A Acquire information including text, audio, video, and graphics;</p> <p>5B Use on-line help and documentation.</p>	<p>5A Identify, create, and use files in various formats, such as text, bitmapped/vector graphics, image, video, and audio files;</p> <p>5B Demonstrate the ability to access, operate, and manipulate information from secondary storage and remote devices including CD-ROM/laser discs and on-line catalogs;</p> <p>5C Use on-line help and other documentation.</p>
Information Acquisition. Evaluates acquired electronic information.		
<p>6A Determine the success of strategies used to acquire electronic information;</p> <p>6B Determine usefulness and appropriateness of digital information.</p>	<p>6A Apply critical analysis to resolve information conflicts and validate information;</p> <p>6B Determine the success of strategies used to acquire electronic information;</p> <p>6C Determine usefulness and appropriateness of digital information.</p>	<p>6A Determine and employ methods to evaluate the electronic information for accuracy and validity;</p> <p>6B Resolve information conflicts and validate information through accessing, researching, and comparing data;</p> <p>6C Demonstrate the ability to identify the source, location, media type, relevancy, and content validity of available information.</p>



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Solving Problems. Uses appropriate computer-based productivity tools to create and modify solutions to problems.		
<p>7A Use software programs with audio, video, and graphics to enhance learning experiences;</p> <p>7B Use appropriate software including the use of word processing and multimedia, to express ideas and solve problems.</p>	<p>7A Use software programs with audio, video, and graphics to enhance learning experiences;</p> <p>7B Use appropriate software to express ideas and solve problems including the use of word processing, graphics, databases, spreadsheets, simulations, and multimedia;</p> <p>7C Use a variety of data types including text, graphics, digital audio, and video.</p>	<p>7A Plan, create, and edit documents created with a word processor using readable fonts, alignment, page setup, tabs, and ruler settings</p> <p>7B Create and edit spreadsheet using all data types, formulas and functions, and chart information;</p> <p>7C Plan, create, and edit databases by defining fields, entering data, and designing layouts appropriate for reporting;</p> <p>7D Demonstrate proficiency in use of multimedia authoring programs by creating linear or nonlinear projects incorporating text, audio, video, and graphics;</p> <p>7E Create a document using desktop publishing techniques including, but not limited to, the creation of multi-column or multi-section documents with a variety of text-wrapped frame formats;</p> <p>7F Differentiate between and demonstrate appropriate use of a variety of graphic tools found in draw and paint applications;</p> <p>7G Integrate two or more productivity tools into a document including, but not limited to, tables, charts and graphs, graphics from paint or draw programs, and mail merge;</p> <p>7H Use interactive virtual environments, appropriate to level, such as virtual reality or simulations;</p> <p>7I Use technical writing strategies to create products such as a technical instruction guide;</p> <p>7J Use foundation and enrichment curricula in the creation of products.</p>
Solving Problems. Uses research skills and electronic communication, with appropriate supervision, to create new knowledge.		
<p>8A Use communication tools to participate in group projects;</p> <p>8B Use electronic tools and research skills to build a knowledge base regarding a topic, task, or assignment.</p>	<p>8A Use communication tools to participate in group projects;</p> <p>8B Use interactive technology environments, such as simulations, electronic science or mathematics laboratories, virtual museum field trips, or on-line interactive lessons, to manipulate information;</p> <p>8C Participate with electronic communities as a learner, initiator, contributor, or mentor.</p>	<p>8A Participate with electronic communities as a learner, initiator, contributor, and teacher/mentor;</p> <p>8B Complete tasks using technological collaboration such as sharing information through on-line communications;</p> <p>8C Use groupware, collaborative software, and productivity tools to create products;</p> <p>8D Use technology in self-directed activities by sharing products for defined audiences;</p> <p>8E Integrate acquired technology application skills, strategies, and use of the word processor, database, spreadsheet, telecommunications, draw, paint, and utility programs into the foundation and enrichment curricula.</p>
Solving Problems. Uses technology applications to facilitate evaluation of work, both process and product.		
<p>9A Use software features, such as on-line help, to evaluate work progress;</p> <p>9B Use software features, such as slide show previews, to evaluate final product</p>	<p>9A Use software features, such as on-line help, to evaluate work progress;</p> <p>9B Use software features, such as slide show previews, to evaluate final product.</p>	<p>9A Design and implement procedures to track trends, set timelines, and review/evaluate progress for continual improvement in process and product;</p> <p>9B Resolve information conflicts and validate information through research and comparison of data.</p>



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Communication. Formats digital information for appropriate and effective communication.		
<p>10A Use font attributes, color, white space, and graphics to ensure that products are appropriate for the defined audience;</p> <p>10B Use font attributes, color, white space, and graphics to ensure that products are appropriate for the communication media including multimedia screen displays and print material.</p>	<p>10A Use font attributes, color, white space, and graphics to ensure that products are appropriate for the defined audience;</p> <p>10B Use font attributes, color, white space, and graphics to ensure that products are appropriate for the communication media including multimedia screen displays, Internet documents, and printed material.</p> <p>10C Use appropriate applications including, but not limited to, spreadsheets and databases to develop charts and graphs by using data from various sources.</p>	<p>10A Use productivity tools to create effective document files for defined audiences such as slide shows, posters, multimedia presentations, newsletters, brochures, or reports;</p> <p>10B Demonstrate use of a variety of layouts in a database to communicate information appropriately including horizontal and vertical layouts;</p> <p>10C Create a variety of spreadsheet layouts containing descriptive labels and page settings;</p> <p>10D Demonstrate appropriate use of fonts, styles, and sizes, as well as effective use of graphics and page design to effectively communicate;</p> <p>10E Match the chart style to the data when creating and labeling charts.</p>
Communication. Delivers the product electronically in a variety of media, with appropriate supervision.		
<p>11A Publish information in a variety of media including, but not limited to, printed copy or monitor display;</p> <p>11B Publish information in a variety of media including, but not limited to, stored files or video.</p>	<p>11A Publish information in a variety of media including, but not limited to, printed copy, monitor display, Internet documents and video;</p> <p>11B Use presentation software to communicate with specific audiences.</p>	<p>11A Publish information in a variety of ways including, but not limited to, printed copy, monitor display, Internet documents, and video;</p> <p>11B Design and create interdisciplinary multimedia presentations for defined audiences including audio, video, text, and graphics;</p> <p>11C Use telecommunication tools for publishing such as Internet browsers, video conferencing, or distance learning.</p>
Communication. Uses technology applications to facilitate evaluation of communication, both process and product.		
<p>12A Select representative products to be collected and stored in an electronic evaluation tool;</p> <p>12B Evaluate the product for relevance to the assignment or task.</p>	<p>12A Select representative products to be collected and stored in an electronic evaluation tool;</p> <p>12B Evaluate the product for relevance to the assignment or task;</p> <p>12C Create technology assessment tools to monitor progress of project such as checklists, timelines, or rubrics.</p>	<p>12A Design and implement procedures to track trends, set timelines and review and evaluate the product using technology tools such as database managers, daily/monthly planners, and project management tools;</p> <p>12B Determine and employ technology specifications to evaluate projects for design, content delivery, purpose, and audience, demonstrating that process and product can be evaluated using established criteria or rubrics;</p> <p>12C Select representative products to be collected and stored in an electronic evaluation tool;</p> <p>12D Evaluate the product for relevance to the assignment or task.</p>

