Texas Essential Knowledge and Skills for Technology Applications (Grades 6-8)

Foundations		Information Acquisition	
Demonstrates knowledge and appropriate use of hardware components, software programs, and their connections. **1A** Demonstrate knowledge and appropriate use of operating systems, software applications, and communication and networking components **1B** Compare, contrast and appropriately use various input, processing, output, and primary/secondary storage devices **1C** Demonstrate the ability to select and use software for a defined task according to quality, appropriateness, effectiveness, and efficiency **1D** Delineate and make neccessary adjustments regarding compatibility issues including, but not limited to, digital file formats and cross platform connectivity **1E** Uses technology terminology appropriate to the task **1F** Perform software application functions including, but not limited to opening an application program and creating, modifying, printing, and saving documents **1G** Explain the difference between analog and digital technology systems and give examples of each **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) **1I** Compare and contrast: LANs, WANs, Internet, and Intranet	**Uses data input skills appropriate to the task.** **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 **2B** Demonstrate keyboarding proficiency in technique and posture while building speed **2C** Uses digital keyboarding standards for data input such as one space after punctuation, em/en dashes and smart quotation marks **2D** Develop strategies for capturing digital files while conserving memory and retaining image quality **Complies with laws and examines issues regarding use of technology in society.** **3A** Discuss copyright laws/issues and model ethical acquisition and use of digital information, citing sources using established methods **3B** Demonstrate proper etiquette and knowledge of acceptable use while in an individual classroom, lab, or on the Internet and intranet **3C** Describe consequences regarding copyright violations, including but not limited to, hacking, piracy, intentional virus setting, and invasion of privacy **3D** Identify the impact of technology applications on society through research, interviews, and personal observation **3E** Understand relevancy of technology to future careers, life-long learning, and daily living for individuals of all ages	**Uses a variety of strategies to acquire information from electronic resources, with appropriate supervision.** **4A** Use strategies to locate and acquire desired information on LANs and WANs, including Internet, intranet, and collaborative software **4B** Apply appropriate electronic search strategies in the acquisition of information including keyword and Boolean search strategies **Acquires electronic information in variety of formats, with appropriate supervision.** **5A** Identify, create and use files in various formats, such as text, bitmapped/vector graphics, image, video, and audio files **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 **5C** Use on-line help and other documentation	**Evaluates acquired electronic information.** **6A** Determine and employ methods to evaluate the electronic information for accuracy and validity **6B** Resolve information conflicts and validate information through accessing, researching, and comparing data **6C** Demonstrate the ability to identify the source, location, media type, relevancy, and content validity of available information

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Solving Problems		Communication	
Uses appropriate computer-based productivity tools to create and modify solutions to problems. **7A** Plan, create, and edit documents created with a word processor using readable fonts, alignment, page setup, tabs, and ruler settings **7B** Create and edit spreadsheet using all data types, formulas and functions, and chart information **7C** Plan, create and edit databases by defining fields, entering data, and designing layouts appropriate for reporting **7D** Demonstrate proficiency in use of multimedia authoring programs by creating linear or nonlinear projects incorporating text, audio, video, and graphics **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 **7F** Differentiate between and demonstrate appropriate use of a variety of graphic tools found in draw and paint applications **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 **7H** Use interactive virtual environments, appropriate to level, such as virtual reality or simulations **7I** Use technical writing strategies to create products such as a technical instruction guide **7J** Use foundation and enrichment curricula in the creation of products	**Uses research skills and electronic communication, with appropriate supervision, to create new knowledge.** **8A** Participate with electronic communities as a learner, initiator, contributor, and teacher/mentor **8B** Complete tasks using technological collaboration such as sharing information through on-line communications **8C** Use groupware, collaborative software, and productivity tools to create products **8D** Use technology in self-directed activities by sharing products for defined audiences **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 **Uses technology applications to facilitate evaluation of work, both process and product.** **9A** Design and implement procedures to track trends, set timelines and review/evaluate progress for continual improvement in process and product **9B** Resolve information conflicts and validate information through research and comparison of data	**Formats digital information for appropriate and effective communication.** **10A** Use productivity tools to create effective document files for defined audiences such as slide shows, posters, multimedia presentations, newsletters, brochures, or reports **10B** Demonstrate use of a variety of layouts in a database to communicate information appropriately including horizontal and vertical layouts **10C** Create a variety of spreadsheet layouts containing descriptive labels and page settings **10D** Demonstrate appropriate use of fonts, styles, and sizes, as well as effective use of graphics and page design to effectively communicate **10E** Match the chart style to the data when creating and labeling charts **Delivers the product electronically in a variety of media, with appropriate supervision.** **11A** Publish information in a variety of ways including, but not limited to, printed copy, monitor display, Internet documents, and video **11B** Design and create interdisciplinary multimedia presentations for defined audiences including audio, video, text, and graphics **11C** Use telecommunication tools for publishing such as Internet browsers, video conferencing, or distance learning	**Uses technology applications to facilitate evaluation of communication, both process and product.** **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 **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 **12C** Select representative products to be collected and stored in an electronic evaluation tool **12D** Evaluate the product for relevance to the assignment or task