Fifth Grade Technology Skills
by Proficiency Band

Proficient Skills:

I understand there are rules in place to keep me safe online.

I can identify the basic parts of a computer.

I can log into my Chromebook, and shut it down correctly.

I can use the trackpad or touchscreen.

I can use Classlink to open programs.

I know I need to be safe, responsible, and respectful on a computer.

I stay on apps and websites that are appropriate for me.

I know it is important to keep my username and password private.

I can use Google Docs or Microsoft Word to type and edit assignments.

I can use the toolbars in Word or Docs to format my typing.

I can change the font style.

I can highlight, copy, and paste text.

I can create a multi-slide presentation using PowerPoint or Slides.

I can insert and format media into my presentation.

I can identify and use hyperlinks.

I can watch online videos for learning or research.

I can do research on the Internet, and transfer that information into my own words.

I can do work on educational websites.

I use appropriate language and I use digital tools appropriately.

I can use Google Classroom or Microsoft Teams.

I can use online curriculum.

I can share a presentation or document with my teacher or peers.

Developing Skills:

I can use keyboarding programs to practice proper typing skills including hand placement and accuracy.

I can use keyboarding shortcuts.

[I can try basic troubleshooting steps to fix problems on my Chromebook.](#)

I treat others with respect online, and know who to tell if someone isn't being respectful.

I understand and practice Internet safety.

I can use Cloud storage to manage my files.

Beginning Skills:

I can understand the positive and negative effects of internet use.

I can use advanced formatting in Word or Docs to add columns, numbering, etc.

I can use advanced features in my presentation such as transitions/animations, templates, or themes.

I can begin using Excel or Sheets by learning terms and creating a basic table.

I can evaluate a website for safe and accurate information.

I can use citations when using information on the internet.

Optional Skills to Introduce:

I can compose and send an email.

I can attach a file to an email.