



					4.2	l	Record and insert student-created sounds to a slide	S
					4.2	n	Use various View options...	D
					4.2	o	Reorganize the slides using the slide sorter view	S
					4.3	a	Create a presentation consisting of a series of slides/screens.	D
					4.3	c	Set a presentation to auto-run	D
					<b>5. Technology Research Tools</b>			
					5.2	d	Use the tool bar in the Web browser	D
					5.3	a	Access and use search engines	D
					5.3	b	Use Boolean expressions to refine searches	D
					5	c	Capture information from an online article and transfer notes to a notepad or word processor with proper reference citation.	D
					5.3	d	Capture and save non-copyrighted graphics with proper reference citation	D/S
					5.3	e	Print a page from an Internet site	S
					<b>6. Technology Problem-Solving and Decision Making</b>			
					6	b	Recognize the elements of a spreadsheet	D
					6.1	d	Enter text and numbers into a spreadsheet	D
					6.1	e	Select a cell or block of cells on a spreadsheet	D
					6.1	f	Insert and delete rows and columns	D
					6.1	g	Format a cell or block of cells	D
					6.1	h	Save and retrieve spreadsheet files	D
					6.1	i	Reorder columnar data by sorting	D
					6.1	j	Insert and format column and row headings.	D
					6.1	r	Print spreadsheet	D
					6.4	a	View & contribute to a group-created graph	D
					6.4	b	Understand the type of graph to use based on the type of data to be displayed	D
					6.4	f	Create a bar graph	D
					6.4	g	Create a pie graph	D
					6.4	h	Create a line graph	D
					6.4	i	Add a title to a graph	D
					6.4	j	Add a legend (key) to a graph	D
					6.4	k	Add data labels to a chart	D
					6.4	n	Save a graph	S
					6.5	a	View & contribute to a group-created concept map	D
					6.5	d	Enter data that supports a main concept	D
					6.5	e	Change main & supporting concept box shapes	D
					6.5	i	Create a chronological timeline	D
					6.5	j	Save a chronological timeline	D
					6.5	k	Print a chronological timeline	D